CITY OF BAINBRIDGE ISLAND

Job Description

Title: Senior Police Clerk	**JD:** 093
Department: Police	**Effective Date:** 1/1/09, revised 3/28/14
Reports To: Public Safety Administrative Coordinator	**FLSA Status:** Non-Exempt
Supervises: N/A	**Union Status:** Represented; covered by civil service

SUMMARY:

Under general supervision, the Senior Police Clerk is responsible for the maintenance, distribution, filing, and release of all Bainbridge Island police reports. This includes coordinating information dissemination between Federal, State and local law enforcement agencies, ensuring that criminal reports are provided to the Municipal, District and Superior Courts, and timely distribution of complaint documents to the Kitsap County Prosecutor's Office. The Senior Police Clerk ensures that all applicable laws, codes, and regulations regarding information dissemination for in-custody prosecutions are followed. Additionally, the Senior Police Clerk must be accredited in the State of Washington ACCESS system for entering arrest warrants, protection orders, missing person alerts, vehicle thefts and recoveries, and other miscellaneous entries. The position requires independent organizational skills, the ability to assimilate, interpret and act upon information, and the ability to set priorities. Day-to-day duties may vary depending upon departmental workload and critical needs.

ESSENTIAL FUNCTIONS:

Provides assistance to a wide range of persons in varying degrees of service, in person, by phone and by email.

Reviews, audits, organizes and processes documents received from and intended for police officers, the courts, and the prosecutor's office, including but not limited to: case reports, notices of infraction and citations, collision reports, protection orders, warrants, requests for background checks, and directives to expunge records per court order.

Performs error-free data entry in records management systems utilized by law enforcement personnel, including but not limited to: I-Leads, the Washington State Crime Information Center (WACIC), the National Incident Based Reporting (NIBR) system, the National Crime Information Center (NCIC) and MUNIS (the City's financial system).

Complies with reporting requirements established by Child Protective Services, Adult Protective Services, Juvenile Justice and Missing Persons.

Administers the department's concealed weapon permit program, pistol transfer applications, confidential license plate program, animal licensing, false alarm program, downtown employee parking program, ride-along program, and civic parking program; includes receipting cash, check and credit card payments and processing bank deposits.

Serves as the Technical Agency Coordinator liaison between the Police Department and the State CJIS Systems Officer, ACCESS Auditors and Trainer including monthly NCIC validations and records of department personnel utilizing the ACCESS terminal.

Maintains officer Blood Alcohol Content (BAC) certifications, Radar and Lidar certifications, department training records, and other certifications as requested.

Responds to requests for information from members of the department, the City, outside agencies, the media, and the general public in concert with the City's legal department; respond to complaints from the public or agencies and refer, when necessary, to the appropriate persons.

Facilitates the City's special event permit process, including tracking approvals, issuing traffic alerts when applicable, collecting and coordinating damage deposit and refunds of same.

Learn and apply current laws relating to confidentiality and dissemination of information from law enforcement records; assemble and distribute crime reports and related documentation to appropriate Department and City personnel, prosecution agencies and the general public.

OTHER DUTIES AND RESPONSIBILITIES:
Other duties and responsibilities include fulfilling requests for assistance and aid by other members of the department with research, reporting and special projects as needed.

This job description reflects general details necessary to describe the job's essential functions, and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

QUALIFICATIONS, SKILLS AND ABILITIES:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A high school diploma and three years of increasingly responsible administrative or clerical experience in a busy, public-oriented office are preferred.

Knowledge of:

- Enforcement records systems, including WACIC and NCIC.
- Superior, District, and Municipal Court procedures and policies affecting police work.
- The department's general orders, rules of conduct and policies.
- State and Federal law enforcement procedures relating to police records, including firearms, fingerprinting, custody, evidence, confidential information, and related subjects.
- Law enforcement vernacular, crime codes, software and forms.
- Report preparation and record keeping, including records management dissemination and public disclosure laws.
- Typing and data entry procedures and methods.
- Effective communication principles and practices to include public relations and customer service.

- Current office procedures, methods, and equipment including computers and computer applications.
- English usage, spelling, grammar, and punctuation.
- Basic research methods.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.
- Produce consistently error-free data entries.
- Organize and maintain physical and electronic records.
- Maintain confidentiality with tact and diplomacy.
- Work independently and make responsible decisions in accordance with Police Department policies and procedures.
- Meet schedules and timelines.
- Communicate and lead day-to-day activities clearly and effectively, both orally and in writing.
- Handle effectively and tactfully co-workers and the general public.

LICENSING AND CERTIFICATION:

- A valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check, polygraph examination and fingerprint record check prior to hire.
- ACCESS certification and other related certifications may be required within a specified period of time after hire.

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 7:30 a.m. to 4:30 p.m. Work is performed in a public office setting. Repeated interruption of the work is typical. This position requires extensive telephone contacts, computer operations, and reading. The employee will be required to answer phones and work with high-stress situations involving citizens. The employee must meet deadlines and handle multiple priorities. The work area can be noisy and congested at times.

PHYSICAL REQUIREMENTS:

Job requirements may include the ability to climb, bend and work in tight or confined areas, and to sit or stand for extended periods of time. In addition, close vision, depth perception and far vision are essential to performance of the position. Corrective lenses may be utilized. The individual may be required to do repetitive arm/hand movements (i.e. keyboarding). The employee must be able to discern voice conversation and produce legible handwritten documents. The employee may be required to lift up to 30 pounds, if necessary.

Equal Opportunity Employer - Americans with Disabilities Act

The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.