

City of Cumming
Cumming Police Department
Records Clerk

GENERAL JOB DESCRIPTION

The Records Clerk in the City of Cumming Police Department serves primarily as the primary custodian of all records maintained by the police department. This individual may also take on a customer service role in the Department's main office or serve a data entry function.

This employee will assist the Clerk of Court and the Administrative Assistant as needed.

GENERAL DUTIES

This employee is responsible for many critical functions within the Police Department, including:

- Edits and corrects entry errors made on Accident, Incident and other reports submitted electronically by department personnel,
- Receives all incoming correspondence and handles personally, or forwards to the proper personnel for handling,
- Assists with the regulatory functions of the City of Cumming Police Department, to include the issuance of alcohol pouring permits, background investigations and vehicles for hire,
- Receives telephone calls and handles them personally or directs to the call to the appropriate person when necessary,
- Receives and responds to all records requests from other agencies and the public in accordance with open records law,
- May type and disseminate outgoing correspondence for Chief, including letters, memos, Special and General Orders, and similar documents,
- Greets and assists the public as needed during regular business hours.
- Maintains GCIC Certification and performs criminal history checks for the public.

- Disseminates incident and accident reports in accordance with State and Federal Law.
- Maintains compliance with state regulations on transferring accident reports to the Department of Driver Services.
- Collects and prepares for deposit, all monies collected for disseminating records, alcohol permits, fingerprinting, and Castleberry Building rental.
- Responsible for preparing and sending crime statistics reports to the state.
- Maintains a schedule of events at the Castleberry Building including public rentals.
- Receives subpoenas on behalf of police personnel and forward to the individual officer and their supervisor.
- Performs other related duties or activities as requested by the Chief of Police.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

This person must be a fast learner and be willing to adapt to many different responsibilities. Desired attributes may include:

- Knowledge of criminal and court procedures, and legal terminology,
- Standard office skills, such as personal computer use, bookkeeping procedures, filing system maintenance,
- Knowledge of Police Department operations, technology, practices and policies,
- Ability to communicate effectively, both orally and in writing, and
- Ability to understand and follow complex oral and written instructions.
- Exemplary attendance is required.

HIRING REQUIREMENTS

In order to be considered for this position, the individual must have good organizational and computer skills, as well as a high school diploma or GED.

All applicants will be required to undergo a background investigation, resume review, interview and drug screen prior to appointment.

Minimum Physical Requirements

Must be able to exert up to 20 pounds of force occasionally and 10 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

FSLA Status: Non-Exempt

Classification: Semi-Skilled

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

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