

**VILLAGE OF SUGAR GROVE
POSITION DESCRIPTION**

Position Title: Records Clerk
Department: Police Department
Reporting Structure: Chief of Police
FLSA Status: Non Exempt

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain the security and confidentiality of all records and documents.
2. Process all police and accident reports, traffic citations and village ordinance violations and sort the work from the prior day
3. Perform data entry into the Records Management System and CJIS computer systems for all police reports, traffic citations, and village ordinance violations.
4. Prepare transmittals to the Kane County Circuit Clerk's Office for all arrests and citations.
5. Manage the LEADS responsibilities including driver's license abstracts and criminal history records from local, state, and federal authorities.
6. Act as liaison between Kane County State's Attorney's office and the Kane County Clerk's Office regarding court scheduling. Includes the printing of report copies and tickets for prosecutor, and the copying of squad car videos.
7. Greet guests and the public as they come to the Records window for assistance or answer any questions that they may have as well as assist those that are requesting to obtain copies of RMS, accidents reports or other paperwork.

8. Process requests for records, expungements, and reports from both public and private entities, including copying and forwarding arrest reports to the Kane County State's Attorney's Office and Village Prosecutor and file all work as needed for the circuit clerk and local prosecutor.
9. Prepare monthly reports for IUCR, UCR, Illinois Department of Transportation, and the Illinois Secretary of State, as well as any other reports required departmentally.
10. Prepare the paper work for the arrest transmittal
11. Prepare cash deposits.
12. Maintain computerized files on the status of collection for municipal violations.
13. Perform any other records related reporting tasks as assigned by the Chief of Police.
14. Possess strong interpersonal skills for dealing with internal and external customers.
15. Answer Non-Emergency Phone Calls and address walk in customers.
16. Check cash box daily and payment files daily, prepare deposits,
17. Review overdue notices, accept payments.
18. Update the Records Management System and review accuracy of the content of crime and accident reports.
19. Process trial notices, subpoenas and report copy requests

ESSENTIAL SKILLS:

Knowledge of the care and use of office equipment, including computer terminals, facsimile machines, and typewriters are required. Familiarization with Word, Outlook, and Excel programs. The ability to follow written and spoken instructions, perform basic mathematics, maintain a complex filing system, perform multiple tasks, work with minimal supervision, and the ability to work under stressful situations are essential. Attention to detail is critical in this position.

This position description is not intended to be all inclusive, nor is the intent to limit the nature or type of an assignment an employee holding this position may be given.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, and word processing
- two (2) years of increasingly responsible related experience
- or any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers including knowledge of word processing programs; modern office practices and procedures.
- Proficiency in operating the listed tools and equipment.
- Ability to effectively meet and deal with the public; communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

Candidates should possess a High School diploma or GED and one to three years of experience, preferably as a receptionist or in a position dealing with the public. Strong communication, customer service, and organizational skills are desired. A proficiency in data entry and computer software as well as experience in a variety of office practices is required.

Successful candidates must pass a work related background check, a drug test and which may include a polygraph examination. Applicants must not have been convicted of a felony or a misdemeanor involving moral turpitude (by State Statute). If the applicant was a member of the U.S. armed services, he/she must be honorably discharged.

Applicants must, within the six months of employment, become a State Certified LEADS Operator. Continued employment in this position is contingent upon maintaining the above requirements and skills.

TOOLS AND EQUIPMENT USED

While performing the duties of this job, the employee uses the following:

Personal computer including word-processing software, computer keyboard, copy machine, fax machine, calculator, telephone, typewriter, Dictaphone, and writing utensils.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly sits, talks, hears, reads, writes, and uses hands to finger, handle, or feel objects, tools, or controls. The employee occasionally walks; crouches, stoops, and kneels to file; reaches with hands and arms, and lifts and/or moves up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus to operate the listed tools and equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in an office setting where the noise level is usually low.