

**CITY OF BLACK HAWK
2016 Job Description**

**JOB TITLE: Police Records Specialist/
Municipal Court Clerk**

DEPARTMENT: Police Department

REPORTS TO: Records Supervisor

EXEMPT: No

HIRING RANGE: \$18.7745 - \$21.5904 / HR

SUMMARY

The Police Records Court Specialist is a non-sworn classification responsible for filing, processing, and distributing criminal, non-criminal and accident reports generated by the police to the proper agencies accurately and in a timely manner. Performs specialized clerical work related to criminal justice activities, which includes receiving, filing, scanning, fingerprinting, and maintaining and releasing records. Work involves heavy phone usage, computer work, and front counter assistance to officers, the public, and other City staff. Provide customer service in a professional manner on the telephone or in person. Complete general office duties, such as answering phones, directing calls to the appropriate person, and assisting customers when requesting reports, etc. Organize and participate in the functions of the records division for the police department such as maintaining the integrity of the police reports. Serve as clerical aide/secretary to the Municipal Court Judge and the City Attorney, by setting up the courtroom, attending to the defendants regarding court payments, stays of execution, records, setting all cases including arraignments, trials and hearings.

Court Clerk (Under the Direction of a Supervisor or Municipal Court Judge)

- Performs courtroom duties that include setting up the courtroom, opening and closing the courtroom, having defendants read and sign written advisements, collecting payments and preparing receipts for payments, stays of execution, notices of court dates and orders to show cause notices.
- Processes documents filed with the Court in accordance with legal requirements. This may include but not limited to: accepting new cases: issuing, canceling and dismissing warrants; reporting dispositions to the Department of Motor Vehicles and other agencies. Prepares subpoenas as requested, summons of jurors, and court files: posting filings, pleadings and orders manually and by computer data entry. Retrieves criminal histories in regard to deferred judgments and for court appearances of defendants.
- Prepares and follows appeal procedures to district court and changes of venue to other courts.
- Issues writs, accepts and receipts payments for filings, fines, bail and other monies. Makes disbursements as ordered by the Judge. Balance and prepare report for bank deposit.
- Set cases for court appearances.

Records Specialist

- Receive, duplicate, distribute and maintain offense incident, accident and supplemental reports generated by the police.
- Process offense reports, summonses and distributes paperwork to the appropriate agencies (such as Department of Revenue, Motor Vehicle, County and Municipal Courts, and District Attorney's Office) in a timely and accurate manner.
- Files documents in police reports and scanning of police records for storage on CD's.
- Fingerprint customers for key licenses and liquor licenses. Process all paperwork involved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research requests for information received in person, by telephone and by mail from Police personnel, other Criminal Justice Agencies, City Departments, Insurance Companies, the public and attorneys.
- Prepares and types a variety of documents including forms and routine correspondence.
- Process checks and/or cash from customers for fingerprinting, restitution and tape copies.
- Performs general office support for the records department. Assist co-workers and participate in cross-training programs.
- Review procedures, department manuals and other resources to maintain job knowledge and specific familiarity with every police division.
- Answers the telephone to provide routine information, conveys messages, gives information and refers calls to appropriate personnel/department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

Knowledge of:

- Modern office procedures, techniques and equipment.
- Customer service skills needed for handling difficult or irate persons.
- Principles of criminal justice procedures.
- Quality of fingerprints to be sent to the Colorado Bureau of Investigation.
- Court procedures and policies, legal documents, laws and legal factors relating to their area of responsibility.

Ability to:

- Assist co-workers and participate in cross-training programs.
- Follow precise directions, given by supervisors and work under minimal supervision.

- Ability to perform work with accuracy and attention to detail.
- Ability to work independently in the absence of supervision.
- Operate a computer terminal and other office equipment, such as copiers, facsimile machines. Also have the ability to fix the equipment or the knowledge to call for repair or support.
- Understand the work of police records and clerical support operations.
- Work in a team environment, maintain confidentiality and exercise sound judgment in prioritizing work.
- Communicate effectively and in a professional manner with unpleasant, irate individuals in person or on the telephone.
- Identifies problems within records and exercises sound judgment consistent with department policies in resolving those problems by collecting data, establishing facts and drawing valid conclusions.
- Discern differences between original and duplicate documents.
- Effectively present, both in verbal and written form, information to the Records Supervisor, city employees, and the public and outside agencies.

Certifications:

- Valid Colorado driver's license with a safe driving record.
- Must have a current CCRT (Colorado Certified Records Technicians) Master Certification.

EXPERIENCE AND EDUCATION

Experience:

One year of general office experience with some knowledge of court procedures.

Education:

High School Diploma or equivalent to completion (G.E.D.).

PHYSICAL DEMANDS

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Carryout light physical work to include handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently.
- Ability to carry out conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, hear, see, bend and touch within levels that the essential job functions can be accomplished.

- Climb ladders and/or step stools.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau.
- Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department provided safety equipment, to include but not limited to seat belts, safety glasses, body armor, ear protection, etc.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.