

CITY OF LOCK HAVEN, PENNSYLVANIA

10/9/2024

Job Title: Police Clerk

Work Site: Police Department, Lock Haven City Hall: 20 East Church Street

Work Hours: 8 hours/day; 40 hours/week; 8:00am – 5:00pm

Salary & Benefits: \$15.89/hour

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$54.47/pay	Individual \$1.28/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$129.01/pay	Family \$3.45/pay	

Supervisor: Chief of Police, who reports to the City Manager

Job Summary:

This is a non-sworn, civilian position which is critical to the effective and efficient operation of the Police Department. This position requires organized and accurate record keeping, which is necessary to maintain efficiency within the department. The employee will serve as the receptionist for the Police Department and in that capacity is responsible for interacting with the public and facilitating communication with members of the department. The Police Clerk is responsible for the collation, entry, retrieval, copying, filing, and distribution of information generated from a multitude of police reports and forms, prepared by department members, as well as other entities. These reports, and the information within them, are the basic tools of law enforcement, and accuracy is essential so that all information can be effectively managed and reliably presented in a court of law.

Essential Job Functions:

- Answer and use a multiline telephone system, assisting callers and providing general information to the public.
- Greeting and assisting any walk-in residents.
- Compile monthly and annual reports using data from various sources.
- Process invoices, supply orders, and information requests from outside agencies.
- Operate parking enforcement computer software to generate customer bills, reports, citations, and manage the parking permit system.
- Create, organize, maintain and control access to files and reports kept by the Police Department.
- Enter, update, and close case files.
- Become knowledgeable in Police Department rules, regulations, and procedures.
- Record messages for department personnel.
- Maintain confidentiality when accessing and maintaining information from internal, local, and state law enforcement agencies and websites.
- Receive and process PA Open Records and Freedom of Information public record requests.
- Ability to be bonded, able to be commissioned as a Notary Public as needed, and pass a criminal background check, including state and federal requirements.
- Ability to be certified in the use of PA Justice Network (JNET).

Marginal Job Functions:

- Perform other duties as assigned.
- Escort customers to other offices as necessary.

Qualifications:

- Education: High school graduate or equivalent.
- Experience:
 - o School/college coursework and/or training in the field of Information Technology preferred, but not required.
 - o Experience with law enforcement software applications and hardware preferred, but not required.
- Demonstration of Skills and Abilities:
 - o Computer skills: word processing, spreadsheets, and data entry into custom software.
 - o Ability to maintain records, files, and assemble data for monthly and annual reports.
 - o Must be able to exercise good judgement and tact.
 - o Ability to maintain confidentiality of information and records.
 - o Must be able to work with minimal direction or instruction.
 - o Must be able to communicate with other employees and the public.
 - o Must be able to remain calm in stressful situations, including when dealing with irate or angry customers.
 - o Able to operate the public safety radio system.
 - o Proficiency in the English language, including reading, writing, proofreading, spelling, and comprehension. Must be able to write legibly.
 - o Must be able to maintain a neat and tidy environment, be punctual, and avoid absenteeism.
 - o Must be able to type a minimum of 40 words per minute, with 90% accuracy.

Physical Performing Elements:

- Lifting and carrying up to 25 pounds.
- Frequent bending, kneeling, and reaching.
- Sitting for long periods of time.

Mental Performing Elements:

- Organizing and coordinating schedules.
- Analyzing and interpreting data.
- Prioritizing tasks.
- Problem solving,
- Communication, including written and verbal.
- Communication with coworkers and the public.
- Completing written and verbal tasks and work orders.
- Basic mathematic operations.

Duties, responsibilities, and this job description will be periodically reviewed and subject to changes to meet the needs of the Police Department.