

Records Clerk V - Records Section

(Administrative Services Division - M.S.B)

SALARY GRADE: 16

JOB SUMMARY: This position is responsible general clerical duties for the Records Section of the Administrative Services Division.

CHAIN OF COMMAND: This position answers to the Records Section Supervisor.

CRITICAL RESPONSIBILITIES/DUTIES: This position is responsible general clerical duties for the Records Section of the Administrative Services Division.

- Enters information into the central computer system
- Answers telephone calls
- Completes incident reports over the telephone as needed
- Serves members of the public who need assistance at the front desk
- Prepares Probate Court turnover sheets for Citations and Jail paperwork on arrests
- Performs various clerical tasks: scans documents, cash transactions for customers, local and criminal background records checks
- Handles GCIC record restriction notifications
- Runs criminal histories for customers
- Performs other duties as needed

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

- Basic computer skills for data entry
- Skills in the operation of general office equipment such as a multi-line telephone system, copy machine, fax machine, etc.
- Ability to communicate with the general public
- Must be GCIC certified or able to attain this certification

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent
- One year of job-related experience
- Must pass all drug screenings

Print Name

Employee Signature

Employee #

Date

“An Equal Opportunity Employer”