

City of Socorro Job Description

Job Title: Records Clerk I, II, III	Department: Police
FLSA Status: Non-Exempt	Salary: \$15.00 – \$19.43
Approved: 09/15/2022	Last Revised: 09/15/2022

Position Summary

Under general supervision, assists in the support of operations of law enforcement by preparing documents, maintaining the law enforcement records division, and provides customer services.

Duties, Functions and Responsibilities:

- Perform coding, cancellation, correction and disposition, criminal identification processing and reporting, expunction, booking entry and property, driving while intoxicated cases, merging and supplement and related record keeping duties, and assist the general public, departmental personnel and representatives from other agencies in obtaining police related information.
- Effective customer service practices and procedures. Involves: Process and fulfill open records/public information requests, exchange of criminal information with other agencies and ensure timelines, accuracy and compliance with release and confidentiality guidelines.
- Respond to confidential phone calls from agencies seeking record information and provide information to assist law enforcement agencies following established procedures and guidelines.
- Consult with supervisor or the legal advisor in unusual or complex situations.
- Prepare statistical summaries from unit records in order to assure accurate records of police activities and actions and to provide summary information to management personnel.
- Knowledge of local, state and federal regulations affecting work, uniform crime reporting standards and departmental policies and procedures.
- Perform records expungement in accordance with Texas State Statutes and retention schedule as provided by the Federal and Texas State Law.
- Review and retain video evidence collected by body and vehicle cameras of the Socorro Police Department. Prepare redact and transmit video to requesting law enforcement or Judicial agencies
- Perform case review for the purpose of determining physical evidence disposal in accordance with judicial orders, Texas State Statue and retentions schedule as provided by the Texas state library.
- Remove and package any evidence scheduled for the destruction or disposal and document all evidence for review by the Supervisor.
- Review and process requests for background checks. Including: Process arrest data, mail requests and review responses for quality.
- Open, timestamp and distribute mail. Accept cash and checks for requested copies, provide change if necessary, and verify funds at end of shift.
- Responsible for cash handling, bank deposit preparation and reconciliation procedures.
- Perform routine calculations to count currency, reconcile accounts or deposits and prepare daily cash reports.
- Assist with records retention procedures and prepare documents for storage or destruction.
- Prepare documents, cases and packages for scanning.
- Scan and archive documents in optical storage system on appropriate disk and perform quality assessment check for errors and completeness.
- Review and classify crime report according to uniform crime reporting standards.
- Compile statistics and prepare periodic reports.
- Involves: Retrieve and sort in numerical order crime reports generated by officers.
- Verify case numbers against daily log, separate minor and major crime reports for data entry, enter report and log data appropriately and code reports using uniform crime reporting standards.
- Catalog pertinent data in computer. Update and maintain supplemental information to cases.
- Keep records of major crime reports and summarize for reporting purposes and notify officers of incomplete or inadequate report information.

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- Establish and maintain effective working relationships with officials, management, other law enforcement agencies, coworkers and the public.
- Perform duties of coworkers as necessary to ensure continuity of operations during absences.
- Cross train in other duties and functions performed within the records division and assist in training new employees.
- Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results.
- Enter and retrieve certain criminal information in the FBI National Crime Information Center and Texas Crime Information Center databases.
- Maintain an organized and accurate filing system for a variety of police related records, accurately file and re-file documents.
- Complete daily activity reports. Drive City vehicle off-site to retrieve documents in storage.
- Utilize clear, concise oral and written communication.
- Good knowledge of police terminology.
- Prepare reports, perform accurate data entry, properly determine report classifications and maintain accurate, detailed and complex records in an automated environment.
- Proof, record, extract, organize and summarize data from manual or automated sources, paying close attention to established deadlines.
- Knowledge of retention requirements for commonly requested law enforcement records such as case files, criminal history records, traffic related records, video footage and images records.
- Training in understanding of legal restraints, areas of potential department liability, interpersonal communication, good law enforcement business practices, and stress management techniques.
- Regular worksite attendance is an essential function
- Responsible for any other duties and assignments issued by the City of Socorro

Records Clerk I (Basic)

\$15.00 – \$18.23

Minimum Qualifications:

- A candidate must possess a high school diploma or GED. A Bachelors, or associates degree in Criminal Justice, Government, or related field preferred.
- Minimum of three (3) years clerical experience in a legal setting.
- Texas Municipal Clerk Certification (TMCC) Level 1 and 2 within three years of assignment to include 12 education hours.
- Certification NCIS/CLETS; NAARA's Government Archives and Records Administration (GARA) within one (1) year of appointment.
- 0-24 college credit hours
- Obtain TCIC/NCIC certification within one (1) year of appointment.
- Requires the possession of a valid Texas Class "C" Driver's License.

Records Clerk II (Intermediate)

\$15.60 - \$18.83

Minimum Qualifications:

- A candidate must possess an Associate's degree in Criminal Justice, Government, or related field.
- Minimum of six (6) years clerical experience in a legal setting.
- Texas Municipal Clerk Certification (TMCC).
- Certification NCIS/CLETS; NAARA's Government Archives and Records Administration (GARA).
- TCIC/NCIC certification.
- Requires the possession of a valid Texas Class "C" Driver's License.

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Records Clerk III (Advanced)

\$16.20 - \$19.43

Minimum Qualifications:

- A candidate must possess a Bachelors, or associates degree in Criminal Justice, Government, or related field.
- Minimum of nine (9) years clerical experience in a legal setting.
- Texas Municipal Clerk Certification (TMCC).
- Certification NCIS/CLETS; NAARA's Government Archives and Records Administration (GARA).
- TCIC/NCIC certification.
- Certificate program; Certified Records Managers (ICRM) or Academy of Certified Archivists (ACA).
- Requires the possession of a valid Texas Class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25 pounds
- Must be able to remain in a stationary position for extended periods of time.
- The person in this position constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor

Date

City Manager

Date

Human Resources Director

Date

Employee

Date