



City of Coolidge
Human Resources Department

Promoting a Drug & Alcohol Free Workplace
Equal Opportunity / Reasonable Accommodation Employer

EMPLOYMENT OPPORTUNITY

POLICE RECORDS CLERK

Full - time, FLSA non-exempt position

Salary : \$26,918—\$40,377 annualized

Opening Date: 1/9/2017
Closing Date: 2/10/2017

Job Posting: #PD15-002
Internal/External Posting
AZ Post questionnaire required

An exciting opportunity is available for a career-minded individual as a Police Records Clerk. Under general supervision, the Police Records Clerk performs a variety of records management clerical functions for the City of Coolidge Police Department.

QUALIFICATIONS

Minimum

- High School Diploma or G.E.D., **and** two (2) years records management experience in a law enforcement environment, **or** equivalent combination of education, training and experience.
- ACJIS Terminal Operator Certification is required.

RESPONSIBILITIES

- Inputs police report information into police records management system.
- Ensures the accuracy and completeness of all data entered into departmental computer systems.
- Files crime reports and other pertinent information into case files and arrest jackets.
- Enters citations and dispositions into police records management system.
- Files dispositions with relevant citations or in corresponding case files.
- Marks booking photos with correct names and personal information; files booking photos in appropriate arrest jackets.
- Pulls reports for insurance companies, other agencies, news media and the general public.
- Prepares and makes copies of reports for dissemination.
- Produces copies of records information/reports for law enforcement and court personnel.
- Scans fingerprints into State fingerprint information computer system.
- Performs general clerical duties including answering incoming calls and greeting the public.
- Provides assistance to the public; processes requests for copies of police reports.

APPLICATION PROCESS

To be considered for this exceptional career opportunity, please submit a cover letter, application and AZ P OST questionnaire to Human Resources, City of Coolidge, 130 W. Central Avenue, Coolidge, AZ 85128. For more information, contact the Human Resources Department at (520) 723-5361.