

## **RECORDS CLERK / DISPATCHER**

### **JOB SUMMARY**

THIS POSITION IS LOCATED IN THE POLICE DEPARTMENT OF THE CITY OF PAULS VALLEY, OKLAHOMA AND IS UNDER THE DIRECT SUPERVISION OF THE POLICE CHIEF. INCUMBENT PERFORMS VARIOUS TASKS RELATED TO THE FILING, RETRIEVAL AND DEVELOPMENT OF THE POLICE DEPARTMENT RECORDS SYSTEM, AS WELL AS, PERFORMING THE VARIOUS DUTIES RELATED TO DISPATCHING POLICE UNITS. GENERAL JOB FUNCTIONS INCLUDE BUT NOT LIMITED TO ARE: A) REPORTING AND DOCUMENTATION, B) FILING AND RETREIVAL OF RECORDS, C) SECRETARIAL DUTIES, D) DISPATCHING OF POLICE PERSONNEL, E) PROFICIENCY WITH OLETS TERMINAL.

### **DUTIES AND RESPONSIBILITIES**

#### **A. REPORTING AND DUCUMENTATION**

INCUMBENT PERFORMS A WIDE RANGE OF TASKS WHICH WILL REQUIRE THE WORKER TO PREPARE VERBAL AND WRITTEN, NARRATIVE, STATISTICAL AND TECHNICAL REPORTS. REPORTS AND DOCUMENTATION OF EVENTS ARE NECESSARY FOR COURT PURPOSES AND POLICE RECORD MAINTENANCE. EXAMPLES OF TASKS PERFORMED ARE:

COMPLETES REPORTS AND FILES FOR RECORD KEEPING AND COURT PURPOSES.

#### **B. FILING AND RETRIEVAL OF REPORTS**

INCUMBENT PERFORMS A WIDE VARIETY OF TASKS RELATED TO FILING AND RETRIEVAL OF RECORDS FOR NUMEROUS POLICE FUNCTIONS, I.E. COURT, INVESTIGATIONS AND MEDIA RELEASES.

#### **C. SECRETARIAL DUTIES**

INCUMBENT PERFORMS A WIDE VARIETY OF TASKS RELATED TO SECRETARIAL DUTIES. I.E. TYPING, USE OF VARIOUS OFFICE MACHINES, PROFICIENCY / FAMILIARIZATION WITH COMPUTERS AS RELATES TO LAW ENFORCEMENT, FILING AND ANSWERING TELEPHONES.

#### **D. DISPATCHING OF POLICE UNITS AND PERSONNEL**

INCUMBENT PERFORMS A WIDE VARIETY OF TASKS RELATED TO DISPATCHING OF POLICE UNITS AND PERSONNEL. INCUMBENT WILL BE CALLED UPON TO WORK UNDER STREE CONDITIONS AND WILL BE RESPONSIBLE FOR THE CONTROL IN SOME CASES OF UNITS FROM FEDERAL, STATE AND LOCAL JURISDICTIONS SIMULTANEOUSLY. INCUMBENT WILL BE REQUIRED TO BE PROFICIENT IN THE USE OF THE POLICE RADIO AND TERMINOLOGY.

E. PROFICIENCY WITH OLETS TERMINAL

INCUMBENT PERFORMS A WIDE VARIETY OF TASKS RELATED TO RECEIVING AND SENDING MESSAGES OVER THE OLETS SYSTEM. FOLLOWING TRAINING, INCUMBENT WILL BE REQUIRED TO SEND AND RETRIEVE INFORMATION THROUGHOUT THE NLETS SYSTEM FOR VARIOUS LAW ENFORCEMENT AGENCIES AT ALL LEVELS, INCLUDING FEDERAL, STATE AND LOCAL. THE NCIC SYSTEM WILL ALSO BE COUPLED WITH THE TRAINING AND USE OF THE TERMINAL.

JOB REQUIREMENTS

- A. ABILITY TO CONTROL PERSONAL EMOTIONS AND REACTIONS.
- B. ABILITY TO COMMUNICATE VERBALLY AND IN WRITING.
- C. ABILITY TO ADAPT.
- D. ABILITY TO LEARN.
- E. ABILITY TO INTERACT WITH OTHERS.
- F. ABILITY TO WORK UNDER STRESSFUL CONDITIONS.
- G. SKILL IN OFFICE PROCEDURES AND OPERATIONS.
- H. SKILL IN OPERATION AND USE OF VARIOUS OFFICE MACHINES AND COMPUTERS.

EVALUATION CRITERIA

A. DIFFICULTY

WORK IS GENERALLY PERFORMED INDEPENDENTLY, FOLLOWING PRESCRIBED GUIDELINES. DIFFICULT PROBLEMS ARE REFERRED TO A SUPERIOR. VARIABLES ENCOUNTERED ARE BOTH CONCRETE AND ABSTRACT.

B. INTERPERSONAL RELATIONS

FREQUENT CONTACT WITH POLICE AND CIVILIAN PERSONNEL,  
GENERAL PUBLIC AND THE PRESS.

C. WORKING CONDITIONS

WORK IS INDOORS AND IN AN OFFICE ENVIROMENT.

D. PHYSICAL

NORMAL PHYSICAL ABILITY AS RELATES TO TASKS PERFORMED.

E. SUPERVISION

RECEIVES GENERAL VERBAL AND/OR WRITTEN INSTRUCTION FROM  
SUPERIOR. WORK PERFORMANCE IS REVIEWED PERIODICALLY BY CHIEF  
OF POLICE.