



CITY OF ALBANY  
POSITION DESCRIPTION

**PART-TIME ON-CALL POLICE CLERK TYPIST**

**Description:**

Under general supervision, performs a variety of clerical tasks related to Police Department functions, including typing, transcription, report copying and preparation for court, and data entry in the Police records system. Strong attention to detail is required.

**Essential and Important Duties:**

- Input, edit and maintain crime and arrest files. Apply appropriate procedures required to input and retrieve data from the computer.
- Transcribe recorded interviews and dictated police reports for court and investigations.
- Produce accurate copy sets of police reports for use in court.
- Scan police reports into digital imaging system.
- Work with a variety of local agency, county, and state criminal justice system forms.
- Provide research and reports to Police Department administration, as requested.

**Knowledge, Skills and Abilities:**

Knowledge of:

- Basic operational characteristics of a law enforcement program.
- Standard and accepted office practices, procedures, and techniques.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Designated computer software and its applications.
- Designated telephone communication equipment.

Skill and Ability to:

- Work independently.
- Operate a variety of office machines and equipment including computer terminal, document scanner, fax machine, copier, and calculator.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Operate a computer and related hardware, and software that includes office applications and a records management system.
- Utilize designated word processing, spreadsheet, database, and other specialized software programs accurately and effectively.
- Prepare a variety of clear and concise reports on activities.

- Communicate clearly and concisely, both orally and in writing.
- Read and write English at a sufficient level for successful job performance.
- Speak and enunciate English accurately and in an understandable manner.
- Perform mathematical calculations including addition, subtraction, multiplication, and division accurately.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Focus on assigned tasks in a distracting work environment.
- Control distracting thoughts and maintain concentration on repetitive work.
- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn basic criminal code sections.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.
- Concentrate on multiple tasks over a period of time without being distracted. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Training Guidelines:**

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to demonstrate the knowledge, skills, and abilities would be: graduation from high school, or completion of a GED; a typing speed of at least thirty-five words per minute (net of errors); and, the ability to perform data entry and word processing on a computer, and perform basic clerical duties.

**Special Requirements:**

Positions in this classification may be required to work evenings, nights, weekends, and holidays, and work overtime.

Background investigation, psychological interview, and/or drug screen may be required.

Approved by City Manager \_\_\_\_\_