



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
POLICE RECORDS CLERK

Pay Grade: 48 Pay Range: \$14.03 to \$19.64 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for overtime)

Qualifications: Education and/or experience equivalent to three (3) years full time office support or closely related work involving confidential records. Must obtain ACJIS (ACIC/NCIC) Arizona Criminal Justice Information System (Arizona Crime Information Center/National Crime Information Center) certification within six (6) months of hire. The ideal candidate will have excellent customer service skills with the ability to professionally respond to difficult situations involving the general public. Must possess a valid Arizona driver's license and pass pre-employment drug test, CVSA (Computerized Voice Stress Analyzer) exam, fingerprint and background investigation prior to being placed in the position.

Special Requirements: Must be able to work shift work, including weekends and holidays. Applicant of choice must reside within 30 driving minutes from work.

Tasks: Assist general public, department personnel and representatives from other agencies in obtaining police related information; provide copies of police reports to citizens, insurance companies, lawyers, city prosecutor, county attorney, victim witness, etc.; review and enter data from police reports into computerized system; handle warrants, subpoenas, summons and related paperwork; complete mandated state and federal monthly validations of all police department entries into state and federal databases; file and retrieve police related documents; operate various office equipment; ensure proper disposal of confidential materials and reports that have met state purge criteria.

Knowledges: Acquire knowledge of: departmental rules, regulations and applicable federal, state and local laws and ordinances related to police records; principles, practices and requirements associated with the collection, storage, and destruction of criminal records. Personnel must pass a test every two (2) years and maintain terminal operator certification status. Personnel must keep up with technological changes and be able to access and enter data to update local, state and federal computer databases and search the various files contained in the ACIC/NCIC system.

Skills in: applying judgment in the release of confidential information; following complex oral and written instructions, policies and procedures; establishing and maintaining effective working relationships with other law enforcement agencies, criminal justice staff and the public; written communications for administrative and technical purposes; oral communication in one-on-one and group situations. Must present an appropriate image for the organization and deal competently with people and problems they encounter. Must type at least 40 wpm.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Application must be received by 5:00 p.m. April 12, 2007

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1347 928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net **Job Hotline:** (928) 777-1280

EEO/M/F/V/H/D/NSE

Posted: March 29, 2007

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an

"otherwise qualified applicant" with a disability to participate in any phase of the selection process.