

VILLAGE OF BLOOMINGDALE

POSITION DESCRIPTION

Name:		Department:	Police
Title:	Police Records Assistant	Pay Grade:	FOP FLSA: Non-Exempt
Date:	February 2020	Reports To:	Police Records Supervisor

PURPOSE OF POSITION

The purpose of this position is to process and maintain department records and forms and perform data entry and customer assistance functions. The work is performed under the direction of the Police Records Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs receptionist functions; answers non-emergency phones; screens and assists callers; takes and relays messages; assists citizens in the Police Lobby; assists department personnel.

Performs data entry functions; enters case reports and accidents; maintains databases and spreadsheets.

Processes and maintains a variety of records and reports; processes mail; processes tickets, warrants, summons and abstracts; processes arrest logs, court notices and subpoenas, arrest cards, and expungements; records checks; completes insurance requests; processes Freedom of Information Act requests.

Copies documents and reports; copies reports for States Attorney's Office and Village Prosecutor.

ADDITIONAL FUNCTIONS

May be required to perform work on some Saturdays and holidays.

Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with course work in office operations with one year of office/data entry/customer service experience preferably in a municipality, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with the Police Records Supervisor, all department personnel, other Village departments and the public.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, maps, correspondence and general operating manuals.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.