

I. POSITION DESCRIPTION

- A. **TITLE** : RECORDS CLERK / CONFIDENTIAL SECRETARY
- B. **DEPARTMENT** : POLICE
- C. **SUPERVISED BY:** LIEUTENANT OF INVESTIGATIVE SERVICES

II. DEFINITION AND NATURE

- A. The position of Records Clerk / Confidential Secretary is a clerical police support staff position with confidential duties with the Menasha Police Department. As a representative of the City of Menasha, he/she is governed by high moral and legal standards. The philosophy requires dedication to the public service for the common good of all citizens.
- B. The Records Clerk / Confidential Secretary is under the direct supervision of the Lieutenant of Investigative Services. It is her/his responsibility to assist the Lieutenant of Investigative Services in the review, classification, distribution of Incident Reports, and other department documentation as needed or directed.

The Records Clerk / Confidential Secretary shall be familiar with all department policies and procedures pertaining to the performance of his/her duties. This includes but is not limited to the classification of Incident Reports, collection and maintenance of cash flow status, UCR validation and entry, bartender licensing, the upkeep and minor maintenance of office equipment, the inventory and ordering of supplies, and the general duties of the complaint clerk position.

The Records Clerk / Confidential Secretary shall be responsible for assisting the supervisory staff with all confidential matters relative to department needs.

III. DESCRIPTION OF TASKS

The Records Clerk / Confidential Secretary shall:

- A. Strive to carry out the Mission of the Menasha Police Department.

- B. Assists the supervisory staff in the preparation of all confidential files, records, preparation of correspondence, and typing of all confidential matters.
- C. Attends department supervisory staff meetings, prepares agendas, and drafts minutes for members of the Supervisory Staff.
- D. In collaboration with the Operations Lieutenant, will screen applicants for employment and prepares background reports.
- E. In collaboration with the Operations Lieutenant, will prepare Assessment Center exams, and other promotional and hiring testing procedures.
- F. In collaboration with the Lieutenant of Investigative Services or other Supervisory Lieutenants so assigned, will prepare internal affairs investigative and disciplinary reports.
- G. Will assist the Chief of Police in preparing confidential correspondence.
- H. Will assist the Chief of Police in gathering and preparing data for bargaining negotiations.
- I. Assists the Chief of Police in drafting language for labor agreements, and prepares drafts and final copies for the same.
- J. Read all Incident Reports, classify, separate, distribute and file, including follow-up documentation and routing of arrest dispositions, when available, to the original file and arrest card file.
- K. Receive, monitor and coordinate walk-in requests for service as well as telephone inquiries.
- L. Along with other clerical staff, receive fines, forfeitures, stipulations, bonds, restitution and fees, maintaining current cash flow status and a receipt process, including forwarding of funds received to the City Finance Department with an appropriate audit trail.
- M. Enter all Incident Report data into computer files, including the coordination and documentation of all UCR validation and entry.
- N. Receive, sort and distribute all department mail.
- O. Receive and coordinate requests for bartender's license applications as outlined by statute, ordinance and department policy.

- P. Process appropriate reports, as needed, for incarcerated persons including the distribution of fingerprint cards.
- Q. Process all requests for information and distributes according to open records guidelines and department policy.
- R. Coordinate the minor maintenance of office supplies and equipment, assisting department personnel with such equipment and supplies.
- S. Provide relief for complaint clerks as needed during scheduled shifts, and perform as a second complaint clerk when so assigned by the administrative staff or requested by a Supervisory Lieutenant.
- T. Perform matron duties when so assigned by a Supervisory Lieutenant.
- U. Maintain a working proficiency of all office equipment, including but not limited to the TIME System, CRT", copy equipment, typing equipment, fax machines and other various computer equipment.
- V. Report for work as scheduled.

IV. QUALIFICATIONS – Minimum Knowledge, Skills and Abilities

- A. A working knowledge of department policies, procedures and rules pertaining to the operation of the police department.
- B. A working ability to effectively deal with the public, both in person and via telephone.
- C. Working knowledge of commercial arithmetic, business, English and spelling.
- D. Ability to type neatly and accurately from corrected copy at a rate of 60 words per minute.
- E. Ability to understand and effectively carry out oral and written instructions.
- F. Ability to operate a variety of office machines.
- G. Ability to work effectively with both the public and co-workers.
- H. Ability to maintain accurate and complete records, including the preparation of clear and detailed reports.

- I. Ability to work with the IBM System 400 word processing, Winnebago County Records Management System, and the State of Wisconsin TIME System.
- J. A working knowledge of the various departments labor agreements.
- K. An ability to maintain a high level of confidentiality as required by position circumstances.

V. **DESIRED TRAINING AND EXPERIENCE**

- A. Graduation from high school, including or supplemented by courses in stenography, typing and computer systems.
- B. Previous office experience.
- C. Training in the use of Microsoft Word and Access.
- D. Time Certification for Validation.

VI. **PHYSICAL DEMANDS**

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the Records Clerk / Confidential Secretary is required to stand, walk, use his/her hands and fingers to handle or feel objects, tools or controls, reach with hands or arms, balance, stoop, kneel and crouch. The Records Clerk / Confidential Secretary may occasionally lift and/or move more than 25 pounds.
- B. Specific vision abilities required by this position include close vision, distance perception, and the ability to adjust focus.

VII. **WORK ENVIRONMENT**

- A. The work environment characteristics here described are representative of those a Records Clerk / Confidential Secretary encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- B. The Records Clerk / Confidential Secretary typically works in an inside environment with a noise level that is usually quiet. On occasion, the

Records Clerk / Confidential Secretary may be called upon to work in wet or humid conditions in an outside environment that may include extreme cold or extreme heat, and moderately noisy in nature.

- C. Duties listed above are intended only as illustrations of the various types of work that may be performed, the omission of specific statements of duties does not exclude them from the position. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as needs of the employer and requirements of the position change.

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