



## Title: Police Clerk / Typist II

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to provide administrative and clerical support to the police department and citizens. This is accomplished by entering daily reports, answering and forwarding phone calls, typing memos and correspondence and filing documents. Other duties include supervising the Police Clerk I.

### REPORTS TO:

This position reports to the Police Lieutenant.

### SUPERVISES:

None

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions  | % of Time |
|---|------|--|-----------|
| 1 | S    | Provides administrative and clerical support by receiving incoming telephone calls; dispatching officers to emergency, non-emergency and animal control calls; entering daily Calls for Service Reports; preparing cases for adult and juvenile courts; and entering traffic tickets into the database.              | 80%       |
| 2 | S    | Completes miscellaneous paperwork by issuing animal control registration tags; filing various reports and traffic tickets; performing background checks; processing requests for reports; receiving payments for reports, fingerprints and animal control; and distributing appropriate documents and correspondence | 20%       |



## JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.   |
| Experience                                | Under and including one year.   |
| Supervision                               | Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.   |
| Human Collaboration Skills                | Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.  |
| Freedom to Act                            | Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level. |
| Technical Skills                          | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.   |
| Fiscal Responsibility                     | Prepares employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.  |
| Math                                      | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Writing                                   | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |



Certification & Valid Texas Driver's License; TCLEOS Dispatcher's Certification within Other Requirements Six (6) months of employment

## OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary   | <b>X</b> | Light  | Medium  | Heavy   | Very Heavy   |
|---|----------|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |          | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

## PHYSICAL DEMANDS:

| C<br>Continuously<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-                  | -Frequency- | -Brief Description-   |
|------------------------------------|-------------|---|
| Standing                           | O           | communicating with co-workers, observing work duties                |
| Sitting                            | F           | desk work   |
| Walking                            | C           | to other departments/offices/office equipment, around work site     |
| Lifting                            | C           | files, supplies, equipment  |
| Carrying                           | C           | files, supplies, equipment  |
| Pushing/Pulling                    | O           | file drawers, equipment   |
| Reaching                           | O           | for supplies, for files   |
| Handling                           | F           | paperwork, monies   |
| Fine Dexterity                     | C           | computer keyboard, calculator, telephone pad                        |
| Kneeling                           | R           | filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching                          | O           | filing in lower drawers   |
| Crawling                           | N           |   |
| Bending                            | O           | filing in lower drawers   |
| Twisting                           | F           | from computer to telephone  |
| Climbing                           | R           | step stool  |
| Balancing                          | R           | on step stool   |
| Vision                             | C           | observing work site, reading, computer screen                       |
| Hearing                            | C           | communicating with co-workers and public and on telephone           |
| Talking                            | C           | communicating with co-workers and public and on telephone           |
| Foot Controls                      | N           |   |
| Other<br>(specified if applicable) |             |   |



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, copier, fax, calculator, computer and associated hardware and software

**ENVIRONMENTAL FACTORS:**

| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|-------------------|-----------------|-------------------|-------------|------------|
|-------------------|-----------------|-------------------|-------------|------------|

| D<br>Daily | W<br>Several Times Per Week | M<br>Several Times Per Month | S<br>Seasonally | N<br>Never |
|------------|-----------------------------|------------------------------|-----------------|------------|
|------------|-----------------------------|------------------------------|-----------------|------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | N |
| Chemical Hazards                   | N |
| Electrical Hazards                 | N |
| Fire Hazards                       | N |
| Explosives                         | N |
| Communicable Diseases              | N |
| Physical Danger or Abuse           | N |
| Other (see 1 below)                | N |

(1) N/A

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | N |
| Extreme Temperatures           | N |
| Noise and Vibration            | N |
| Wetness/Humidity               | N |
| Physical Hazards               | N |

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
|--|--|--|----------------------------|

| <b>-Description of Non-Physical Demands-</b>  |  | <b>-Frequency-</b> |
|---|--|--------------------|
| Time Pressure                                 |  | O                  |
| Emergency Situation                           |  | O                  |
| Frequent Change of Tasks                      |  | F                  |
| Irregular Work Schedule/Overtime              |  | N                  |
| Performing Multiple Tasks Simultaneously      |  | F                  |
| Working Closely with Others as Part of a Team |  | F                  |
| Tedious or Exacting Work                      |  | F                  |
| Noisy/Distracting Environment                 |  | O                  |
| Other (see 2 below)                           |  | N                  |

(2) N/A

**PRIMARY WORK LOCATION:**

|                                |   |                     |  |
|--------------------------------|---|---------------------|--|
| Office Environment             | X | Vehicle             |  |
| Warehouse                      |   | Outdoors            |  |
| Shop                           |   | Other (see 3 below) |  |
| Recreation/Neighborhood Center |   |                     |  |

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

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Signature of Employee

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Date

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Job Title of Supervisor

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Signature of Supervisor

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Date

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Job Title of Department Head

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Signature of Department Head

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Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.