



**Job Title:** Police Records Clerk  
**Department:** Revere Police Department  
**Hours:** 39 hours per week, Monday – Friday  
**Salary:** \$24.99 – \$29.07 per hour  
**Contract:** Local 22 Unit B

**DESCRIPTION:**

This person performs a variety of administrative functions in support of ongoing Police operations. to improve productivity and ensure that the office runs as efficiently as possible. The Police Records Clerk provides vital support in several areas including but not limited to background checks, immigration documents, traffic citations, motor vehicle complaints, and court records.

**ESSENTIAL FUNCTIONS:**

- Collect and respond to correspondence from various legal entities including but not limited to the Department of Children and Families, the District Attorney’s Office, the Parole Board, and the Medical Examiner’s Office.
- Performs CJIS and other background checks.
- Requests video footage for motor vehicle accidents.
- Prints and files motor vehicle accident reports.
- Enters traffic citations.
- Performs administrative functions related to criminal motor vehicle complaints.
- Performs administrative functions related to harassment and restraining orders.
- Checks, processes and files documentation related to missing persons, stolen vehicles, stolen plates, stolen firearms, and wanted persons.
- Reviews and checks arrest and criminal complaint documents in preparation for court.
- Prepares documentation for subpoenas.
- Prepares and mails license to carry identifications.
- Performs other related duties as required.

**QUALIFICATIONS:**

- Revere residency strongly preferred.
- High School diploma or equivalent required.
- Three to five (3-5) years of related experience with experience in a municipal or non-profit setting preferred.
- Multi-lingual preferred.
- Must be able to pass a criminal background check.
- Must possess advanced knowledge of IMC and CJIS computer systems. CJIS certification preferred.
- Must have a working knowledge of public records laws.
- Must have a working knowledge of HIPPA Laws.

## **KNOWLEDGE, ABILITY, AND SKILLS:**

### **Knowledge**

- Advanced knowledge of IMC and CJIS computer systems.
- Knowledge of best practices with regard to police record keeping.
- Knowledge of Windows operating systems as well as common commonly used software such as the Microsoft Office suite of products including but not limited to Microsoft Word, Excel and PowerPoint.
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.
- Proficiency with accounting software, particularly in municipal government (Munis).

### **Abilities:**

- Ability to manage confidential information.
- Ability to learn new skills easily including new computer software.
- Ability to work effectively and accurately under pressure in a fast paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to develop and implement creative approaches to reach targeted audiences.
- Ability to communicate effectively both verbally and in writing.
- Ability to work collaboratively with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to handle situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to adapt to change without impacting productivity.

### **Skills:**

- Skilled at developing and maintaining interpersonal relationships.
- Strong verbal and written communication skills.
- Possesses strong time management and organizational skills.

## **PHYSICAL ENVIRONMENT:**

Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The work does require some level of physical activity including walking, and standing for long periods of time. Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools, or controls. The employee is frequently asked to sit, talk and listen. Frequently required to lift up to 10 pounds; occasional lifting is required up to 30 pounds; seldom required to lift more than 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. With the compactness of space

and accessibility, the need to respond to competing needs or resolve conflicts is frequently stressful. Equipment used includes personal computers, office machines, and audio-visual equipment.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

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