

**City of Clinton**  
**Position Description**

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Name \_\_\_\_\_ Position Title Records and Reports Assistant Payroll Nonexempt  
Department Police Date Prepared/Revised 1/97

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I. General Summary of Overall Responsibilities

Under general supervision, performs duties as the City Court Clerk involving maintenance of records, preparation of Court Docket, attendance at court, and keeping records on dispositions of cases. Maintains various records for Police Department on arrests, stolen vehicles, parking tickets, accidents and other offense reports. Provides general office assistance for Police Department including: preparation of memoranda; filing; copying; etc. Prepares special reports on crime statistics and related data. Performs fill-in and other duties as assigned.

II. Breakdown of Individual Duties and Responsibilities

1. Serves as Court Clerk for the City of Clinton. Fills out arrest cards. Types abstracts and attaches to warrants. Enters information in docket book and computer. Responsible for preparing docket for court. Collects information needed by officers and City Attorney. Attends court and maintains records on each case, enters in docket and computer. Prepares tax litigation and court reports as required. Sends abstracts to state on drivers license suspensions and works with citizens on lifting suspensions. Maintains records of all actions. (25%)
2. Maintains records and prepares reports on crimes committed. Enters data into computer daily on all arrests and offenses for the TBI including: domestic violence; thefts; vandalism; stolen vehicles; assaults; rape; bad checks; burglaries; drugs; DUI's; forgery; harassment; homicide; and other violations. Transmits data to computer disc for TBI. (30%)
3. Prepares and maintains various records for the Police Department. Files arrest cards, arrest records, offense reports, stolen vehicle reports and radio logs. Files parking tickets and sends late notices. Conducts criminal records checks for the City and other agencies as required. Sends copies of accident and offense reports to insurance companies and to attorneys and law enforcement agencies. Mails copies of arrest and/or offense reports needed for court as appropriate. Signs state warrants each morning for bond hearings. Handles money from dispatchers from accident/offense reports. (15%)
4. Provides secretarial services for the Police Department including the preparation of letters, memoranda, reports, surveys. Maintains records and files. Attends various meetings (including E-911 Board meetings) and records and prepares minutes. (20%)

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5. Fills-in as required in Dispatching and other functions. Performs related duties as assigned. (10%)

III. Minimum Knowledge and Training Required to Meet Position Responsibilities

Requires high school graduation plus 5 to 7 years of related experience, or an equivalent combination of education and experience. Requires effective secretarial skills such as: word processing; use of effective grammar; sentence structure; report formatting; etc. Requires effective computer skills. Must have familiarity with police operations and City Court proceedings related to position. Must have knowledge of dispatching. Requires effective communication skills.

IV. Environmental Conditions

Work environment is generally controlled. Performance of normal duties and responsibilities involves mobility to and from: parking lot and work station; work station and other offices, meeting rooms, employee lounge, etc. Talking and hearing are important in interfacing with other employees, supervisors, clients, etc. Work involves sitting and standing.