



## **JOB DESCRIPTION**

### **Police Department Clerical/Data Entry Clerk/Dispatcher**

#### **JOB DESCRIPTION:**

The Clerical/Data Entry Clerk, under the direct supervision of the Chief of Police performs data entry.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Two years data entry experience

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to operate multi-line phone system

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Turns in weekly reports on lost or stolen keys to the police department secretary.
3. Answers telephone, screens and routes calls, takes messages accurately and relays information by pager, telephone or Alphamate.
4. Assists or directs people who visit the police department to ensure they receive appropriate help.
5. Assists the Chief of Police secretary with accident reports, and filing.
6. Operates business machines including copier, fax, and computer.
7. Understands and follows oral and written instructions with minimum supervision. Deals rationally and calmly with the general public.
8. Maintains incident reports on all lost and stolen keys and reports all the incidents to the Chief for investigation.
9. Radio dispatch calls for service to field Police Officers.
10. Prepares for review and submits the monthly uniformed crime report.
11. Maintains record of confiscated paging devices.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbally and written), concentrate, reason, understand verbal instructions, maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 20 pounds), work inside, maintain visual acuity.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**  
**Days: 226**  
**Wage/Hour Status: Nonexempt**  
**Updated: October 20, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*