

SENIOR POLICE CLERK

Rev. 6/2026
T & V
Comp.
RDS/ML

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing senior level clerical work in a police department of a municipality. This class differs from the Police Clerk in that more difficult duties are assigned, and the incumbent may supervise other clerical employees. The work is performed under the supervision of a higher-ranking employee. Supervision is exercised over police clerks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervise and assist training of personnel in position of Police Clerk;
Operate Central Police Services Computer System, which includes registration and driver license checks - Want and Warrant checks, sending messages and files, entering information for Wants-Warrants-arrest, Bookings and Clearing information for Want Warrants;
Keeping log of information requested and message and file sent; all done on local, state and federal level;
Answer telephones - getting all information and locations of any calls, giving information to other departments, contacting other departments for information and to verify warrants;
Fill out C.P.S. complaint cards;
Dispatch police cars and Officers to calls, give location and type of call, give any requested information, give needed information, notify people per their request- ambulance, fire Dept., other Police Dept., business and families; at all times man the dispatching radio for officer in need of help; dispatch and request help when needed;
Fill out Police Reports; get all information in full detail and correctly;
May maintain daily attendance records to include tracking of shift differentials, overtime, holidays and time off;
Distribute daily mail;
May monitor and distribute court notices received from the District Attorney's office, enter notices into system;
May enter all vouchers for Police and Disaster Preparedness Departments including Police Benevolent Association Uniform Allowance, JP Morgan card-holder reports; print budget reports as needed;
May monitor insurance coverage for police vehicles and amend coverage as needed;
May enter/track Worker's Compensation claims for injured officers in conjunction with Legal and Human Resources;
May order office supplies as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written directions; ability to write legibly; ability to communicate by radio and phone in times of high stress in a calm and disciplined manner, and with a clear and easily understandable voice; ability to exercise good judgment in emergencies; ability to supervise the work of others; clerical aptitude; mental alertness; neatness, tact and courtesy; dependability; capable of performing the essential functions of the position with or without reasonable accommodations

MINIMUM QUALIFICATIONS: Either,

- A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of general office or business experience; OR,
- B) Eight (8) years of general office or business experience; OR,
- C) An equivalent combination of training and experience as defined by limits of (1) and (2).

NOTE: The duties of this position do not include any duties of a Police nature.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.