JOB DESCRIPTION

RECORDS/EVIDENCE CLERK

Department:	Police	**Classification/Grade:**	**17**
Division:	Records	**FLSA Status:**	Non-Exempt
Reports to:	Grants Specialist/Office Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	March 2012

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direct supervision of the Communications Support Services Manager, performs a variety of specialized and technical clerical and public contact duties for various Police department areas, other City of Mesquite departments, other law enforcement agencies, related criminal justice offices and the general public. Perform all functions in processing work cards for the Police Department, ID cards for City employees, and assist in the processing of evidence.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Balance cash receipts for daily fees collected and deposited
3. Answer incoming calls with courtesy and proper phone etiquette.
4. Serve as a Notary Public for the City of Mesquite Police Department.
5. Enter arrests, case disposition data, etc. into computer system.
6. Register all ex-felons and sex offenders and enter data in state and in-house system.
7. Process Sex Offender notifications according to NRS.
8. Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
9. Take fingerprints for business license and public entities as needed.
10. Receives evidence, such as weapons, ammunition, narcotics, drug paraphernalia, tools, automotive parts, documents, clothing, luggage, and other items.
11. Retrieves, verifies and catalogues all incoming property/evidence, stores evidence in proper place in vault, logs location and ensures that vault is lock and secure.
12. Receives blood and urine samples from the Mesquite Detention Facility and stores them in the evidence vault.
13. Receives Evidence Disposition Reports from police supervisors authorizing the storage, release, and disposal of evidence.
14. Releases evidence to rightful owners in accordance with departmental policy.
15. Temporarily releases evidence to courts, police officers, labs, and attorneys for their review and for court trials, in accordance with departmental policy.
16. Prepares evidence for disposal and makes arrangements with Chief of Police, police personnel, and representatives from outside agencies to destroy evidence.
17. Updates computerized and manual inventory reports and logs on evidence received, released, and destroyed..
18. Provides information to representatives from the District Attorney's Office, Public Defender's office, private attorneys, Victim/Witness Advocate Office, City Attorney's Office, and members of the public on departmental policy and procedures in regard to matters concerning evidence.

19. Complete Uniform Crime Reporting (UCR) for each case report which are submitted to the State of Nevada and FBI.
20. Responsible for registration of guns in accordance with state and federal laws and procedures.
21. Ensure proper disposal of confidential documents as needed.
22. Utilizes criminal justice information systems to perform records maintenance and retrieval function including Spillman, Record Management System (RMS), Shared Computer operations for Protection and Enforcement Systems (SCOPE), National Criminal Information Center (NCIC), and Nevada Criminal Justice Information System (NCJIS).
23. Serve as a Police Department ATAC and perform the monthly Warrant Validations through NCJIS.
24. Ensure proper care, operation and maintenance of equipment assigned to unit.
25. Be dependable and meet acceptable attendance requirements at all times.
26. Follow all applicable safety rules and regulations.
27. Responsible for the maintenance of records with regard to utilization, retention, preservation, and disposition of records in compliance with Federal, State, and City laws and or regulations.
28. Maintains and controls sensitive criminal records within specific guidelines to ensure confidentiality and legality of procedures;
29. Respond to inquiries on records maintenance issues and process report requests
30. Review, scan and process police related documents and responses to requests for documents from various departments and public
31. Perform complete inventory of evidence vault one time every 12 months
32. Maintain evidence room in a condition that it is prepared for outside audit at all times.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Assist in the maintenance of records with regard to utilization, retention, preservation, and disposition of records in compliance with Federal, State, and City laws and or regulations.
C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Federal, State, and City laws and regulations pertaining to records principles, systems, equipment, and supplies.
- Department procedures, policies, and terminology and law enforcement operations.
- State and City laws pertaining to work cards, felon registrations and sex offender registration.
- City government functions and records retention requirements.
- Modern office practices, procedures, and equipment.
- Public relations.
- Business communications skills.
- Proper filing methods and proper procedures for handling evidence.
- Problem solving techniques.

Ability to:

- Follow procedures involved in safely receiving, storing, transporting, and disposing evidence.
- Maintain accurate inventory of evidence, equipment, and supplies
- Maintain the confidentiality of evidence and the owners of property that is booked as evidence.
- Apply Federal and State regulations relating to records.
- Understand and follow verbal and written instructions.
- Explain rules, regulations, and procedures in person and over the telephone.
- Type at speed necessary for successful job performance.
- Operate general office equipment including; fax, printer, copy machine, typewriter and telephone system.
- Communicate effectively, both orally and in writing.
- Utilize effective time management and goal setting skills
- Perform multiple tasks against strict deadlines
- Perform duties under strict timelines and stressful conditions.
- Work independently on assigned projects involving research and data collection
- Establish effective working relationships with employees and the public
- Use good judgment in most expedient course of action within established guidelines

- Act rationally in stressful situations.

Special Requirements:

- Must be bondable to be a notary.
- Certification in Property and Evidence collection
- Residency Requirement: Must live in Clark County within six (6) months of hire date.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education:	High school diploma or G.E.D.
Experience:	Three years experience of a secretarial/clerical nature, with one year in archives and records experience One year experience of property and evidence collection and destruction.
Training:	Speak and write Spanish fluently preferred. .
License or Certificate:	Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license and Terminal Operator Certification awarded by State of Nevada within six months of employment.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids; risk of civil litigation due to performance of duties.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved March 27, 2012
August 24, 2012 (CJ Larsen @PD)
August 2012 (Residency)
April 2013 (Safety Sensitive)
April 2015 (Reports to)