

**Job title:** Records Clerk, Clerk Typist I, Dispatcher

**Department:** Police

**Date:** 07/21/2021

### **NATURE OF WORK**

This position provides clerical support to the Police Department. Under the direction of the Chief of Police, the purpose of this position is to perform a variety of administrative activities to support law enforcement personnel by processing, filing and dissemination of Police Department reports and investigative cases in the records management system in compliance with Florida Department of Law Enforcement (FDLE). Duties include entering, querying, retrieving, validating and/or processing data in various database systems. Work is performed under general supervision within established guidelines and procedures. Employees perform routine clerical duties required by the agency.

This position is primarily clerical with the additional duties in communications and reception. Employee is responsible for the performance of the clerical tasks which can be learned by training on the job and which requires some judgment in their execution. Performance is reviewed in progress and upon completion for the accuracy and completeness.

### **EXAMPLES OF WORK**

Answers incoming telephone calls and provides appropriate information, or connects calls to proper offices or person(s). Types routine correspondence, memoranda, reports, records, orders, transmittals and other documents from rough drafts, notes and oral instructions. Sorts, verifies, files or pulls from files materials and documents such as correspondences, reports, case records, statistical records, and other records according to predetermined classification and maintains files. Assists visitors in collecting information for dissemination to officers for department purposes to include investigations. Assists visitors with receiving information from records, officers, investigators and administration concerning their complaints and investigations or community resources. Directs visitors to the appropriate section or person within the office or Police Department. Keeps and maintains simple records for the department. Operates standard office equipment to include, multi-function copier/scanner, computer, fax equipment, telephone system and electronic mail (E-mail) programs. Receives and dispatches or forwards information over phone or other methods of communications. Performs other job duties as required or directed.

### **DUTIES:**

- » Performs basic record keeping duties, maintains accurate filing of unit records, reports, and documentation.
- » Data entry, and the processing
- » Makes copies of various records, reports/documentation, and distributes to appropriate entities.
- » Inputs report information from Law Enforcement officers into records management system in compliance with rules and regulations.
- » Answer telephone calls in a courteous and efficient manner, route incoming calls to appropriate persons or offices, or takes messages.
- » Ability to tactfully deal with the public including irate callers/visitors
- » Perform a variety of administrative tasks such as typing, sorting documents, filing, and operating office equipment.
- » Prepares information pertaining to public records request
- » Perform other related duties as required

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- » Working knowledge of effective communication techniques.
- » Knowledge of English grammar, punctuation, and spelling.
- » Knowledge of departmental records and information systems.
- » Some knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination of criminal information.
- » Knowledge of records management system standard operating procedures.
- » Knowledge of the street system and geography of the jurisdiction and adjacent areas.
- » Some knowledge of Agency policies, procedures, and guidelines.
- » Knowledge of law enforcement terminology.
- » Ability to learn assigned clerical tasks.
- » Ability to follow established procedures.
- » Ability to use sound judgment in treatment of information of a confidential nature.
- » Ability to pay attention to detail.
- » Ability to multitask
- » Ability to understand and effectively follow oral and written instructions.
- » Ability to establish and maintain effective working relationships with other employees and the general public.
- » Ability to accurately sort, retrieve, and file material using alphabetic, numeric, and chronologic systems.
- » Ability to work under stressful conditions.
- » Ability to deal with public calmly, tactfully and courteously.
- » Ability to use a computer and related software.
- » Ability to perform office management and clerical functions with minimal supervision.
- » Knowledge of the street system and geography of the jurisdiction and adjacent areas.
- » This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

## **JOB PREREQUISITES**

- » Graduation from high school or possession of a GED Certificate
- » Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- » No illegal drug sale within lifetime.
- » No illegal drug use within the past 36 months.
- » No felony convictions within lifetime
- » No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.

- » Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- » Successful completion of a criminal background investigation including polygraph, reference/employment/neighborhood checks, and criminal history information.
- » Graduation from high school with a standard diploma or high school equivalency required, preferably supplemented with 6 months or more vocational training or clerical experience.
- » Ability to type a minimum 35 correct words per minute.

### **PHYSICAL REQUIREMENTS:**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- » Sit for long periods
- » Stand for long periods
- » See at normal range or with accommodations
- » Hear at normal level or with accommodations
- » Speak understandably
- » Manual dexterity
- » Bend/squat
- » Walk
- » Lift/Carry/Push-Pull 30 lbs.



# CITY OF PERRY

**POLICE DEPARTMENT**

Phone: 850-584-5121 - Fax: 850-584-7322

211 S. Washington St. Perry, FL 32347

## APPLICATION FOR NON-SWORN POLICE DEPARTMENT STAFF EMPLOYMENT

The City of Perry is a drug free workplace and an equal opportunity employer.

### Personal Data

Full Name: \_\_\_\_\_  
(Last) (Middle) (First)

Present Address: \_\_\_\_\_  
Street Number City State Zip Code

Primary Phone (\_\_\_\_) Business(\_\_\_\_) Other \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Height \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Have you ever had your name changed? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered YES to the previous question answer the following:

- a) Previous Name \_\_\_\_\_
- b) Date and Location of name Change \_\_\_\_\_
- c) Reason for Change \_\_\_\_\_

### Citizenship Data

1. Are you a Citizen of the United States? YES  NO
2. Are you a naturalized citizen? YES  NO
3. If not a United States Citizen do you have right to work authorization?  YES  NO

If you answered yes to question NUMBER 2 answer the following:

Naturalization Date: \_\_\_\_\_  
 Location \_\_\_\_\_  
 Number \_\_\_\_\_

**Residency**

List all addresses that you have lived at for the last five (5) years. Do not list Post Office boxes as a residence address:

|                             |             |              |            |
|-----------------------------|-------------|--------------|------------|
| <b>Address</b>              | <b>City</b> | <b>State</b> | <b>Zip</b> |
| <b>Length of Residency?</b> |             |              |            |

|                             |             |              |            |
|-----------------------------|-------------|--------------|------------|
| <b>Address</b>              | <b>City</b> | <b>State</b> | <b>Zip</b> |
| <b>Length of Residency?</b> |             |              |            |

**EMPLOYMENT REFERENCES**

List Chronologically the last 3 Employments - Include Part Time Employments:

|          |                            |               |                      |                           |                           |
|----------|----------------------------|---------------|----------------------|---------------------------|---------------------------|
| <b>1</b> | <b>EMPLOYER NAME</b>       |               |                      |                           |                           |
|          | <b>DATES OF EMPLOYMENT</b> | <b>SALARY</b> | <b>POSITION HELD</b> | <b>NAME OF SUPERVISOR</b> | <b>REASON FOR LEAVING</b> |
|          | <b>Full Address</b>        |               |                      | <b>Phone Number:</b>      |                           |
|          |                            |               |                      |                           |                           |

|          |                            |               |                      |                           |                           |
|----------|----------------------------|---------------|----------------------|---------------------------|---------------------------|
| <b>2</b> | <b>EMPLOYER NAME</b>       |               |                      |                           |                           |
|          | <b>DATES OF EMPLOYMENT</b> | <b>SALARY</b> | <b>POSITION HELD</b> | <b>NAME OF SUPERVISOR</b> | <b>REASON FOR LEAVING</b> |
|          | <b>Full Address</b>        |               |                      | <b>Phone Number:</b>      |                           |
|          |                            |               |                      |                           |                           |

|          |                            |               |                      |                           |                           |
|----------|----------------------------|---------------|----------------------|---------------------------|---------------------------|
| <b>3</b> | <b>EMPLOYER NAME</b>       |               |                      |                           |                           |
|          | <b>DATES OF EMPLOYMENT</b> | <b>SALARY</b> | <b>POSITION HELD</b> | <b>NAME OF SUPERVISOR</b> | <b>REASON FOR LEAVING</b> |
|          | <b>Full Address</b>        |               |                      | <b>Phone Number:</b>      |                           |
|          |                            |               |                      |                           |                           |

## REFERENCES

List 3 personal references (not relatives) who are responsible adults of reputable standing in their communities, such as head of households, property owners, business or professional male or female, who have known you well during the last 5 years.

|                            |                   |  |  |
|----------------------------|-------------------|--|--|
| <b>Complete Name</b>       |                   |  |  |
| <b>First, Middle, Last</b> |                   | <b>Home Address – include city, state &amp; zip code</b> |  |
| <b>Years Known</b>         | <b>Occupation</b> | <b>Phone Numbers (Home – Mobile- Work)</b>               |  |
|                            |                   | <b>Other Contact Info: Email, Etc..</b>                  |  |

|                            |                   |  |  |
|----------------------------|-------------------|--|--|
| <b>Complete Name</b>       |                   |  |  |
| <b>First, Middle, Last</b> |                   | <b>Home Address – include city, state &amp; zip code</b> |  |
| <b>Years Known</b>         | <b>Occupation</b> | <b>Phone Numbers (Home – Mobile- Work)</b>               |  |
|                            |                   | <b>Other Contact Info: Email, Etc..</b>                  |  |

|                            |                   |  |  |
|----------------------------|-------------------|--|--|
| <b>Complete Name</b>       |                   |  |  |
| <b>First, Middle, Last</b> |                   | <b>Home Address – include city, state &amp; zip code</b> |  |
| <b>Years Known</b>         | <b>Occupation</b> | <b>Phone Numbers (Home – Mobile- Work)</b>               |  |
|                            |                   | <b>Other Contact Info: Email, Etc..</b>                  |  |

## Court Record

- Have you ever been given a ticket or paid a fine for any traffic violation? -----  Yes  No
- Have you ever been charged with any criminal violations? -----  Yes  No
- Have you ever been arrested by police? -----  Yes  No
- Have you ever been convicted of a felony or misdemeanor? -----  Yes  No
- Have you used or possessed within the last 5 years any controlled substance? -----  Yes  No  
 (Such as Cocaine, Crack Cocaine, meth, heroin, or other illegal substances)

| List and Citations , Notices to Appear below |       |        |             |
|--|-------|--------|-------------|
| Date   | Place | Charge | Disposition |
|  |       |        |             |
|  |       |        |             |
|  |       |        |             |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

- If convicted, has your record been expunged? -----  Yes  No
- Has your license ever been suspended or revoked? -----  Yes  No
- Have you ever been considered a subject/suspect of any criminal investigation? -  Yes  No
- Are you now or have you ever been involved in a civil lawsuit of any kind? -----  Yes  No

**DISQUALIFIERS**  
**AUTOMATIC DISQUALIFIERS**

All employees of the Perry Police Department have access to sensitive information to include criminal justice information. Any of the offenses or circumstances outlined directly below are a disqualifier for employment. The Perry Police Department will not consider the application of any individual who:

1. Has been convicted of any offense that would be a felony if committed in Florida.
2. Has been convicted of any offense that would be considered an offense of moral turpitude, perjury or untruthfulness.
3. Has used any illegal drugs within the last one year.
4. Has sold marijuana or other illegal drugs within the last two years.
5. Has falsified his or her application, including the omission of required information.

**I have read and understand the above disqualifiers. Please consider my application for employment with the Perry Police Department.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Documents to include**

As Part of the application process for the City Of Perry Police Department Copies of the following should be attached to the completed application:

**Required Documents**

All applicants must submit a copy of the following documents:

1. Birth certificate
2. Social Security Card
3. High School Transcript
4. Proof of Name Change (If Applicable)
5. Driver's License
6. Naturalization Papers (If Applicable)

**Note:** Federal law prohibits copying of naturalization papers. The actual papers must be presented at the time of application.

Any other documentation that may reflect special job qualifications should be submitted with the required documents listed above.

### **Perry Police Department**

#### **Authorization for Release of Personal Information**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Perry Police Department, whether the said records are of a public, private or confidential nature.

The Perry Police Department's acquisition, retention, and sharing of information related to your employment application is generally authorized under 28 C.F.R. section 20.33 and F.S.S. 943.053(3) (a) and Chapter 119. The purpose of this information is to conduct a complete background investigation pertaining to your fitness to serve as an employee of the Perry Police Department.

The background investigation may include inquiries pertaining to your employment, education, medical history, credit history and any other information relevant to your character and reputation. By signing this form, you are acknowledging that you have received notice and have provided consent for the Perry Police Department to use this information to conduct such a background investigation, which may include the searching of N-Dex, criminal justice databases, private databases and public databases.

I authorize any employee or representative of the Perry Police Department to obtain information regarding my qualification and fitness to serve as an employee of the Perry Police Department. I understand that N-Dex is an electronic repository of information from federal, state, local, tribal, and regional criminal justice entities. This national information sharing system permits users to search and analyze data from the entire criminal justice cycle, including crime incident and investigation reports; arrests, booking, and incarceration reports; and probation and parole information. This release is executed with full knowledge, understanding, and consent that any information discovered in N-Dex may be used for the official purpose of conducting a complete employment background investigation. I also understand that any information found in N-Dex will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the City of Perry, the Perry Police Department and its employees from any liability or damage that may result from the use of information obtained from N-Dex. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

The intent of this authorization is to give my consent for full and complete disclosure of the records of the educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private, practitioners, and the U.S. Veteran's Administration, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had any interest.

I understand that the City of Perry Police Department will consider any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization in determining my suitability for employment.

A copy of this release for will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sworn to me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

Notary \_\_\_\_\_

My Commission Expires \_\_\_\_\_



Personally Known  or Type of Identification Produced \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

| Mandatory Checks | Satisfactory             | Unsatisfactory           | Investigative Findings |
|------------------|--------------------------|--------------------------|------------------------|
| FCIC Record      | <input type="checkbox"/> | <input type="checkbox"/> | _____                  |
| NCIC Record      | <input type="checkbox"/> | <input type="checkbox"/> | _____                  |
| Local Law Check  | <input type="checkbox"/> | <input type="checkbox"/> | _____                  |
| N-DEX / RLex     | <input type="checkbox"/> | <input type="checkbox"/> | _____                  |
|                  |                          |                          | _____                  |
|                  |                          |                          | _____                  |
|                  |                          |                          | _____                  |
|                  |                          |                          | _____                  |

Signature of Background Investigator: \_\_\_\_\_

Date: \_\_\_\_\_