

NOTE: CURRENT ELIGIBLE EMPLOYEES WILL HAVE FIRST CONSIDERATION ON THIS POSITION, PRIOR TO CONSIDERING ANY OUTSIDE APPLICANTS

**J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O**

ORDINANCE 16-237

**POSTING DATE: 08/08/17
DEADLINE DATE: 08/14/17**

POLICE RECORDS CLERK

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **RECORDS SECTION OF THE DIVISION OF POLICE:**

POSITION:	GRADE	STEP	HOURLY	ANNUALLY
Records Clerk	11	D - F	\$12.05-\$17.56	\$24,064-\$36,525

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs a variety of specialized clerical and data entry duties for the establishment and maintenance of records pertaining to the operation of the Division of Police. Performs related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Processes and maintains all police records;
Verifies and enters data into computer;
Reviews, classifies and files criminal reports in accordance with established methods;
Prepares daily, monthly and year-end reports;
Provides authorized information as requested;
Performs related duties.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of (1) office practices and procedures, (2) data entry procedures; ability to (3) gather, collate and classify information according to established methods,(4)handle sensitive telephone and face-to-face inquiries and contacts,(5) carry out detailed but basic oral and written instructions,(6)compile and prepare comprehensive reports.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a standard high school course or equivalent (GED), and clerical/accounting/data entry experience preferably in a police records bureau; or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. (11)