



POLICE RECORDS CLERK/TERMINAL AGENCY COORDINATOR (PART-TIME)

JOB SCOPE:

This position performs responsible clerical functions under the direct supervision of the Assistant Chief of Police. The position is responsible for retrieving police reports; processing citations; verifying, retrieving, entering, modifying, and validating information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer system.

MAJOR DUTIES:

- Processes citations, checks computer records, and files records generated by the department.
- Teletypes police messages to and from other agencies.
- Assists general public in obtaining reports and information and collects money for various services.
- Answers phones and takes messages for officers.
- Verifies all information stored on GCIC by monitoring validation reports from GCIC. Verifies GCIC entries.
- Runs suspended and revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies.
- Conducts criminal history checks as needed to process case files and other requests.
- Maintain compliance with applicable regulations, policies, and procedures.
- Oversee records department including records retention and records keeping.
- Administer GCIC testing and GCIC CJIS Security Awareness training to all law enforcement personnel.
- Electronically upload reports into the National Incident-Based Reporting System (NIBRS), and manually enter Family Violence Reports.
- Validate monthly all entries made within the GCIC database.
- Handle and process all open records requests for the police department.
- Complete GBI/GCIC Audit for the police department.
- Will be appointed as the Terminal Agency Coordinator (TAC) for the police department and must obtain TAC certification within 90 days of employment.
- Will be required to perform other duties as requested, directed, or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

High School graduate or Associates Degree. Minimum of two (5) years' experience in an office clerical position preferably in a police environment. An equivalent combination of education and experience may be acceptable. Knowledge of state laws, practices and procedures relating to municipal police departments. Ability to pass the Georgia Crime Information Center certification



test. Preferred Terminal Agency Coordinator Certification. The pay is \$25.64 per hour for 30 hours a week.

Interested candidates should submit a Resume, Cover Letter, and Professional References, to the City Clerk, Tomika R. Mitchell, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.