

LEAD POLICE RECORDS CLERK

DEFINITION: Under direction, performs work of moderate difficulty, assisting with operation and administrative duties for records department; performs records clerk duties; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises the work of the Police Records Clerks engaged in maintaining police records; coordinates the generation of recurring productivity reports; compiles data and combines into single report as required; interprets traffic, criminal, and civil titles in accordance with applicable manuals, regulations, policies and procedures; receives criminal complaints from police officers; prepares police reports and crime complaints for attorneys, courts and victims; receives all incoming reports including arrest, offense and accidents; files reports in numerical order; assigns a National Crime Justice Information System (NCJIS) number according to offense; enters data into appropriate database.

Files reports, citations and court documents; packages and ships inactive files for archiving in compliance with public safety retention disposition schedule; prepares crime statistic reports; assists public in finding, retrieving and releasing police reports; receives appropriate fees for reports and properly accounts for money; forwards reports to insurance companies, tribal agencies, Bureau of Indian Affairs, and other entities as requested; assists with fingerprinting; provides general information to the public; assists with court docket numbers and final dispositions for completion of Records of Arrest and Prosecution (RAP) sheets; attends staff meetings and disseminates information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, rules and regulations governing aspects of department operations.

Knowledge of Navajo Nation policies and procedures affecting work.

Knowledge of standard office procedures and methods.

Knowledge of records management and report processing.

Knowledge of general police operations.

Skill in leading and monitoring work of others. Skill in the use of a variety of office equipment.

Skill in accurate data entry.

Skill in the use of computer and related software.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of clerical and record management experience; one (1) year of which must have been in a lead or supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license
- A favorable background investigation.

THE NAVAJO NATION

Class Code: 2251
Public Safety Series
Police Support Group
Overtime Code: Non-Exempt
Pay Grade: 58

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PREFERRED QUALIFICATIONS:

- Twelve (12) college credit hours.

Supplemental Requirements:

Obtain Navajo Nation Vehicle Operator's Permit. Obtain Records Management Certification within twelve (12) months of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.