

POSITION: POLICE CLERK/PARKING ENFORCEMENT ASSISTANT  
DEPARTMENT: POLICE DEPARTMENT  
REPORTS TO: CHIEF OF POLICE  
EFFECTIVE DATE: January 1, 2014  
SALARY: Step 33 Range 1 to 5

This is an hourly union position.

### MAJOR FUNCTION AND PURPOSE

Under the direct supervision of the Chief of Police, the Police Clerk/Parking Enforcer performs a variety of duties and does related work as needed.

### SUPERVISION RESPONSIBILITIES

There are no supervision responsibilities associated with this position.

### JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Essential job functions of the position include:

#### Police Clerk

1. Perform support functions within the police department. This includes operating the front counter, taking fingerprints, processing mail and other tasks as needed.
2. File, retrieve, and distribute police records and public requests for information.
3. Fax, scan or hand-deliver Police reports to Prosecutors.
4. Compile daily statistics and submit information to proper entity. Including, but not limited to:
  - a. Compile, enter and send statistics to NIBRS (National Incident Based Reporting System).
  - b. View and print Background information on persons and vehicles through Access, monitor officer usage of Access. (Required Certification Access Level II & TAC)
  - c. Enter citations, add incident reports for non-criminal matters, and enter dispositions from Court into Spillman.
  - d. Compile daily incident reports for Police Blotter in Enterprise Newspaper.
5. Must possess the ability to work unsupervised and maintain discretion and confidentiality at all times.
6. Purchase supplies when needed and retain proper documentation for purchases.

7. Maintain Police Department Web Site.
8. Research, formulate applications, submit and manage grant applications to various agencies available for Police Department.
9. Monitor Police Budget expenditures.
10. Review payroll with Chief before submitting to City Hall.
11. Maintain training records for each officer and office staff.
12. Serve, log and file Subpoenas to Officers.
13. Organize outside meetings and trainings as directed by Chief.
14. Be actively involved in various PR functions for the department. Such as Escort McGruff and interact with the public at various events.
15. Be actively involved with various agencies relating to Law Enforcement as a representative of the Department.

#### Parking Enforcement

16. Must be able to travel by foot to identify vehicles in violation of parking codes and tag illegally parked vehicles.
17. Mark tires of parked vehicles with chalk and record time vehicles were marked, and return at regular intervals to ensure that parking time limits are not exceeded.

#### All Positions

18. Follow safety procedures established for work area.
19. Perform activities, functions and other related tasks and duties as assigned or required.

### KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently.

1. Proficient with all peripheral office equipment, Computer/word processing systems, Microsoft word for windows and excel spreadsheets, Must be certified ACCESS I for terminal usage within 6 months.
2. Ability to communicate effectively verbally and in writing.
3. Ability to establish and maintain effective working relationships with Police Department employees, criminal justice agencies, and the public in stressful situations.

### WORKING CONDITIONS

The work environment described is representative of those the employee encounters while performing the essential functions of this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy in the office setting. This position will deal with the public directly and the employee must interact responsibly with angry and disgruntled people.

## QUALIFICATIONS, EXPERIENCE, TRAINING

1. A US Citizen
  2. High School Graduate/GED
  3. Possess a valid Washington State Driver's License
  4. Ability to read, write and speak the English language
  5. \*ACCESS I & II Certification, ACCESS TAC Certification
  6. \* Public Records Act Class
  7. \*Spillman Training (software used for reports & citations)
  8. \* Property & Evidence Officer Training
- \* The training is required to fulfill Police Clerk Duties. Some training is on going and will begin within the first year of employment.**

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in the position.

## ABILITY TO

Interpret and follow established guidelines including:

1. City ordinances, resolutions, policies and procedures
2. Department policies and procedures
3. Desk procedures
4. Establish and maintain effective working relationships with others.

## PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by the Police Clerk/Parking Enforcer to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Police Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. The Parking Enforcement position requires long periods of walking on flat and steep terrain.