

Phone: (330) 673-7716
 Fax: (330) 678-7644



Brimfield Police Department
 1287 Tallmadge Rd.
 Kent, OH. 44240

Job Description

Job Title	Administrative Asst. – Records Clerk, Full-Time, Non-Bargaining Unit		
Job Location	Brimfield Police Department		
Reports to	Chief of Police or Designee	Department	Police
Posting Date	07/14/2021		
Review Date	Open Until Filled	Approved By	Board of Trustees

Job Summary

This position performs a variety of routine and complex clerical and administrative work in keeping official records and assisting the department's records function, providing administrative support to staff, and assisting in the administration of the standard operating policies and procedures of the police department.

This is a full-time position as defined in the Brimfield Township Personnel Policy Manual. The work schedule will typically be 40 hours weekly, between 9:30pm to 5:30am Wednesday through Sunday, but may be flexed on occasion based upon the operational needs of the Brimfield Police Department. The starting hourly rate for the position is \$16.83 per hour, with other benefits as outlined within the Brimfield Township Personnel Policy Manual.

Supervision Responsibilities

This position has no supervision responsibilities and is a direct report to the Chief of Police or his/her designee.

Essential Functions

Job Functions:

- Perform clerical and administrative work in answering phones, receiving the public, & providing positive "customer service." Must have the ability to effectively manage callers and visitors who may be irate or distraught.
- Review and process all public records requests in-person, by telephone, and email.
- Handle confidential and non-routine information.
- May assist in processing agency payroll; maintains personnel records.
- Respond to inquiries from citizens, employees and others.
- Assist in maintenance of department inventories, as assigned.
- Assist in the procurement of department materials and supplies.
- Utilize records management software system to process police department incident and accident reporting.
- Operate listed office equipment, as required.
- Receive, stamp and distribute incoming mail, court documents and subpoenas; process outgoing mail.
- Compose, type, and edit a variety of correspondence, reports, memos and statistical tabulations requiring judgment as to content, accuracy and completeness.

- Follow up on special projects as assigned; Perform routine research and gather statistics.
- Serve as a personal assistant to administrative staff and provide a variety of administrative assistance, as needed.
- Act as a custodian of department records and documents.
- Establish and maintain filing systems; control records and indexes using moderate independent judgment.
- Schedules appointments as needed.
- Assists with processing of prisoners as needed.
- Processes court orders and expungements; Updates files/databases accordingly.
- Receives monies and processes monies to the Fiscal Office.
- Assists in the administration of various community policing programs.
- Performs other duties related to those of the position and/or resulting from the needs of the organization.
- Must have the ability to maintain consistent, punctual, and predictable attendance, and meet and maintain any performance standards established for the position.
- Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with other police employees, township employees, elected officials, vendors, other government agencies and the general public.

Qualifications

- High School diploma or general education degree (GED), and three (3) years related experience and/or training; or an equivalent combination of education and experience.
- Previous work experience in a local government setting will be preferred, but not required.
- Must earn and maintain valid deputy clerk certification throughout term of employment.
- Must earn and maintain valid notary certification throughout term of employment.
- Must possess knowledge of business English, punctuation, arithmetic, spelling, modern office practices and procedures and record keeping methods.
- Must be proficient in Microsoft Office.
- Must be able to work independently and carry out assignments to completion with minimal instruction.
- Must be able to understand and follow oral and written instructions.
- Must be able to multi-task.
- Must be able to conduct research online and prepare reports.
- Must be able to interpret various papers and requests in a sensitive fashion and maintain confidentiality of law enforcement records and reports as required by law and departmental policy.
- Must be able to determine priorities and work within stressful situations.
- Must be a valid licensed Ohio driver with a good driving record.

Satisfactory completion of a background investigation and a pre-employment polygraph and drug screen is required for a selected external candidate.

Tools and Equipment

Tools and equipment used in the performance of this position include, but are not limited to, the following:

Personal computer, copy machine, postage machine, word processing/spreadsheet Office software, telephone, cellular phone, calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk, use hands and fingers to handle and operate objects, tools and controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Brimfield Police Department is a nonsmoking work environment. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee may also be periodically exposed to outside weather conditions such as heat, cold, rain, or snow.

Notification and Disclaimer

This position description is presented for informational purposes only and may be changed at any time with or without notice. This is an employee at-will position, and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement that is contrary to the foregoing.