

## JOB TITLE: RECEPTIONIST/CLERK

### JOB SUMMARY:

The Receptionist/Clerk works under the direct supervision of the Service Lieutenant and is responsible for providing administrative support for the Van Buren Police Department. This position is non-sworn and department policy and procedures govern this position.

### EXAMPLES OF WORK:

- 1) Accepts payment for accident reports, police reports, fingerprinting, etc.; writes receipts and keeps records of balances.
- 2) Enters warrants in the computer; clears and removes warrants that have been served; enters field interview reports and other miscellaneous reports.
- 3) Files accident reports, offense/incident reports, tow sheets, ACO and juvenile reports; prints copies of reports for court and city attorney and upload accident reports to the state system.
- 4) Takes calls for the Criminal Investigation Division; makes copies of reports for the public; bills insurance companies for accident reports; and keeps records monies collected for reports.
- 5) Prepares daily paperwork for the courts
- 6) Performs other related duties as required or assigned.

### WORK RELATIONSHIPS:

The Receptionist/Clerk has frequent contact with department personnel, city hall, other city departments, other law enforcement agencies, insurance companies and the general public.

### KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic.
- Knowledge of basic computer skills.
- Ability to answer the telephone, greet visitors, and provide information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.

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

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Be 21 years of age.
- High School diploma or GED.
- No Felony Convictions.
- Pass a drug screen.
- Pass a police background check.
- Pass a Computer Voice Stress Test (Polygraph)

Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the chief of police.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.