

Rockwood Police Department
Records Clerk / Confidential Secretary

The Rockwood Police Department is seeking a detail-oriented and organized individual to join our law enforcement team as a Police Records Clerk / Confidential Secretary. This position is a vital component in delivering police services to the community and ensuring departmental communications and records systems are functioning properly. All necessary training will be provided.

The Records Clerk position is part-time, Monday through Thursday, 8:00am to 4:00pm. Under the direction of the Chief of Police, the Clerk will be the primary person to answer all incoming administrative telephone calls and the primary point of contact for walk-in service at the front desk of the Police Department. This person will need to be courteous, helpful, and knowledgeable to be able to provide quality service to the public. The Records Clerk will need to be knowledgeable of the department computer systems and software, building security, and communications and records management systems.

The Records Clerk must be able to maintain confidentiality in regards to the operations of the police department, privacy of employees and the public.

Records Clerk Duties:

- Receives telephone calls and assists walk-in visitors. Receives complaints and requests for information or services, collects information from applicants, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel. May operate a two-way radio to transmit messages or directions.
- Prepares, sorts, processes, and files a variety of forms, applications, documents, and records in accordance with departmental procedures.
- Coordinate and satisfy FOIA requests.
- Must attend basic LEIN Security Awareness training and basic LEIN training and operate the LEIN terminal as directed.
- Must have good people skills, including patience and the ability to listen and communicate with visitors from a variety of socio-economic backgrounds or criminal convictions.
- Perform background checks on applicants and complete clearance letters.
- Searches for and checks records in response to requests for information, either manually or by operating a computer terminal.
- Issues firearm purchase permits
- Enters firearms into state database.
- Other duties as directed by the Chief of Police.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Minimum Qualifications:

- A high school diploma or equivalent is required.
- Proficient in Microsoft Office (Word, Excel, etc.)
- Good moral character and free of any criminal convictions
- Ability to pass a drug screening.
- Must possess a valid driver's license.

Additional Skills (Preferred but not mandatory)

- Familiarity with Tyler Tech CAD/LERMS
- Knowledge of Freedom of Information Act laws
- LEIN/NCIC certification
- Familiarity with MI Sex Offender registration software
- Familiarity with MI-Pistol software