

Chagrin Falls Police Department Job Description

Records/Court Clerk

A. General Considerations and Guidelines

The Police Records and Court Clerk is an administrative support position responsible for advanced technical, clerical, and customer service work related to the intake, maintenance, processing, dissemination and retention of police records. The position also requires the processing of criminal cases, preparation for presentation in court, collection of fines and fees where applicable, and record keeping regarding citation, arrest and disposition. The Clerk performs a variety of police records and information systems work in response to internal and external requests requiring the application of communication skills and considerable knowledge of departmental operations and procedures, and the State of Ohio Public Records Law. Work requires the exercise of initiative, independence, and discretion in handling delegated administrative details, and performing various clerical duties.

Supervision Received:

Works under the administrative direction of the Chief of Police in accordance with department rules, regulations, policies and procedures.

B. General Duties and Responsibilities

1. Processes daily incident reports and files accordingly.
2. Processes daily citations; to include warning citations, criminal traffic citations, misdemeanor citations, parking citations; which included computer entry, record of arrest, and filing.
3. Processes daily waivers of citations and parking tickets for banking.
4. Processes citations and arrests for court, completes court appearance notices and distributes to officers, issues subpoenas for witnesses.
5. Records court dispositions on all cases.

6. Acts as a general receptionist and call taker at police desk and window, receives payment for traffic waivers and parking tickets.
7. Completes monthly jail billing.
8. Processes late notices for parking tickets, initiates registration blocks (entry and removal).
9. Completes monthly Reparations Rotary Report, Quarterly Supreme Court report.
10. Completes records checks received by mail, email or fax.

C. Minimum Qualifications

Required Knowledge, Skills and Abilities:

- Knowledge of the rules, policies and procedure of the Police Department.
- Ability to follow orders.
- Ability to effectively communicate with co-workers, and the general public.
- Ability to prepare and maintain reports.
- General computer and typing skills.
- Discretion and trustworthiness when dealing with information of a sensitive nature.