



City of Moody Job Description

JOB TITLE: Police Clerk

DEPARTMENT: Police

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

To perform excellent customer service to the general public by answering routine questions. Assist in house-keeping around the Police Department. This is a non-exempt, hourly position and will have no supervisory responsibility.

SUPERVISION

Under the general direction of the Police Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise this job description.

- Adhere and comply with the City of Moody Policy and Procedures Manual.
- Keep and file all police reports.
- Maintain all reports and warrants ensuring properly recorded.
- Answer phone in a professional manner.
- File and organize fuel tickets for all police vehicles.
- Manage money receipted and deposited
- Sort mail for all employees in department
- Email daily reports
- Monthly reports with NCIC
- Restock materials needed for daily work flow; paper, blank reports, etc.
- Promotes a teamwork environment; assists co-workers when necessary.
- Maintain facility cleanliness.

MINIMUM JOB REQUIREMENTS

Previous customer service experience desired

Pass a drug screen and criminal background check.

LICENSES AND CERTIFICATES

Possession of valid Alabama Driver's License or ID

EDUCATION & TRAINING

High School Diploma or equivalent

KNOWLEDGE & SKILLS

Money Counting

Understand and follow oral and written instruction

Communicate clearly and concisely, both oral and in writing

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Have the ability to show good character and integrity while providing and accepting supervision and guidance.

Must be able to work alone and use sound judgment.

Ability to work with the public

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

Walking, standing or sitting for extended periods of time and must be able to use a mop and push broom

Occasionally lift, move, carry and push/pull objects weighing up to 20 pounds

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date