

JOB TITLE: Police Clerk/Borough Clerk

DEPARTMENT/DIVISION: Office

REPORTS TO: Chief of Police/Borough Manager

GENERAL JOB RESPONSIBILITIES

The Police Clerk/Clerk performs a variety of police clerical and support functions and business office duties requiring an understanding of basic bookkeeping, and general office functions such as cash receipts, utility billing, typing, and other duties as assigned. Due to the nature of this position, extreme confidentiality and proper communication etiquette in sensitive police matters is critical.

SPECIFIC JOB RESPONSIBILITIES

1. Greets the public in person or via telephone, responding to questions and requests for information; and refers complex issues to the appropriate person, giving guidance and taking detailed messages where appropriate.
2. Perform routine police clerical reporting functions using Microsoft Office Suite software applications and Police reporting software applications as directed.
3. Accept and process utility service applications and payments for utility operations, work service orders, and parking tickets accurately and efficiently in a computerized office environment.
4. Perform routine computerized bookkeeping functions as directed.
5. Perform Website maintenance and RAVE push notifications as directed.
6. Must provide discretion, sound judgment, and professionalism in retaining extreme confidentiality for sensitive police and municipal operation matters.
7. Operate and maintain general office equipment including but not limited to computers, facsimile machine, adding machine, photocopier, and printers.
8. Compile and process all purchase orders for office supplies.
9. Must be able to organize and present clear and concise oral and written reports.
10. Must be able to perform duties of other clerical staff and any other duties as assigned, including utility billing, and accounts payable functions.
11. Must be able to study, understand, and apply office policies/procedures, laws, ordinances, and regulations as necessary.

12. Must attend continuing education training as directed by the Police Chief or Borough Manager.

REQUIRED CREDENTIALS

1. Must have a valid PA Driver's License.
2. High school diploma or GED required.
3. Two (2) years equivalent experience or any combination of experience and education which provides the required knowledge, proven skills, and abilities; and one (1) year of experience with the Borough as an office clerical staff person.
4. Must be able to successfully pass a Criminal History and FBI record check.
5. Must be able to obtain and possess the required JTAC credentials for the Police Department.
6. Must be able to obtain and possess a Notary License.

REQUIRED PHYSICAL AND MENTAL CAPABILITIES

1. Understand and carry out oral and written instructions.
2. Ability to work under pressure to meet established and projected deadlines.
3. Ability to work effectively and cordially with others.
4. Ability to independently and accurately process bookkeeping transactions using computerized software packages.
5. Must be able to lift and move 25 lbs.
6. Must be able to read documents and comprehend written communications and instructions and apply to actual job performance.
7. Ability to speak, write, and understand the English language.
8. Must be able to easily hear, listen to, and comprehend verbal communications.
9. Must be able to sit and/or stand for prolonged periods.

