



Job Description

Police Records Technician (Part Time)

Pay: \$13.35/hr-\$14.69/hr DOQ

Revision Date: October 1, 2021

Employment Status: Part-Time

FLSA Status: Non-Exempt

Experience Required: None

Minimum Education Requirements: High school diploma or GED

Department: Police

Direct Supervisor: Police Records Manager

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Police Department

Certification: Valid Texas Driver's License-Class C

Job Summary: Under supervision, provides customer service to the public by working as the department receptionist, processing open records requests for the Lake Dallas Police Department, maintaining compliance with all federal and state guidelines regarding the management of governmental records and ensures the organization and uniformity of records within the Department; other tasks as assigned by the Chief of Police.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- The Records Clerk will, under the guidance of the Records Manager, ensure that the maintenance, destruction, electronic storage, or other dispositions of the records of the Department are carried out in accordance with the requirements set out by federal or state law, rule of court, or regulation for a record for which a period is prescribed.
- The Records Clerk receives, evaluates, and completes requests for services or information.
- Prepares, processes, and files various police department reports.
- Provides routine information and refers persons to police officers or takes other necessary action.
- Utilizes computer terminal and keyboards to input and retrieve computerized data and/or records.
- Compiles and maintains operational records relating to public safety functions.
- Acts as the receptionist for the Department during business hours.
- Performs departmental administrative functions as assigned
- Assists in maintaining the Police Department Property Room.
- May be required to assist disabled persons.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Basic understanding of Microsoft Office products.

Skills

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- Practices effective verbal and written communication with other City employees and the public.
 - Practices sound customer service and public relations skills.

Abilities

- Participate in trainings, public outreach programs, and other City events.
- Cooperate with others, including other employees of the City and the general public.
- Take effective action in emergency situations.
- Handle stressful situations in an effective manner.
- Distinguish and disseminate sensitive information as required by departmental procedures.
- Applicant must be able to pass a comprehensive background investigation and other evaluations included in the police department civilian hiring process.

Physical Demands

The following physical abilities are required:

- This position can be moderately strenuous requiring some physical exertion and/or lifting of moderate weight (<30 pounds).
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching.
- Cleaning using water and chemicals.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist.
- Visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Walking: Moving about on foot to accomplish tasks.
- Wearing safety gear and equipment if applicable.

Work Environment

- This position works in an office environment in a law enforcement agency.

Safety Requirements

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- The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Finance Signature

Date