

TOWN OF TRUMBULL

RECORDS CLERK

POLICE

WG: DD

General Statement of Duties:

1. General office duties including filing and use of office machines.
2. Record keeping and data entry.
3. Report preparation and forms.
4. Handles cash transactions.
5. In-person and phone contact with public.
6. Will be cross-trained in other duties as determined by department head.
7. Follow the policies and procedures associated with department.
8. Attends and keeps minutes of meetings as required by department.
9. Other related work assignments.
10. Maintains confidentiality as required by Department Policy and State Statute.
11. Must attend all required training as it becomes necessary and as directed by the department.

Departmental Specifics:

1. Performs civilian and criminal record checks, searches records, and files arrest records and/or case reports.
2. Ensures accuracy of erasure of arrest record per court order(s).
3. Updates and posts court arrest abstracts.
4. Transcribes tape and digital recordings and conversations for court review.
5. Manages alarm ordinance protocols.

Supervision Received: Works under the direction of the Police Chief or his/her designee.

Supervision Exercised: none

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping.
2. Proficient in keyboarding and strong computer skills with an emphasis on Word and Excel.
3. Ability to follow oral and written instructions.
4. Ability to learn appropriate State and Town laws.
5. Clear and concise written and oral expression.
6. Accuracy and attention to details.
7. Ability to engage with the public in a professional and respectful manner.
8. Basic mathematical skills.

Experience and Training:

Graduation from high school or GED with College degree preferred.

Minimum two (2) years office experience and public interaction.

Any specialized training or education in office skills preferred.