



### CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Administrative Clerk - Police	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Police Department	<b>JOB NO:</b>	9565
<b>DIVISION:</b>	Services Bureau - Professional Standards	<b>DATE:</b>	12/1/2017
<b>REPORTS TO:</b>	Manager, Fleet Operations & Civilian Support Services	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	221
<b>REPLACES:</b>	Administrative Clerk - Police	<b>LAST REVISED DATE:</b>	5/5/2013

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**JOB SUMMARY STATEMENT:** Performs a variety of clerical duties such as typing correspondence, reports and other documents; establishing and maintaining manual and computerized files, records and logs. Answers questions and provides information. Answers phones, takes messages and other duties as assigned. Performs duties of school crossing guard and mail clerk, as needed.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Answers multi-line phone and greets visitors. Responds to questions and requests for information or directs individuals to appropriate office, department, or personnel. May operate two-way radio.
2. Receives complaints by phone or in person. Logs information.
3. Types on a personal computer or typewriter. Types a variety of documents including correspondence, reports, notices, forms, notes, etc.
4. Maintains and updates information by hand or via data entry in various manuals and computerized files, records and logs. May purge files and prepare for microfilming.
5. Receives, sorts, and distributes incoming and outgoing mail. Prepares bulk mailings.
6. Orders, inventories, and maintains adequate office supplies. Maintains office equipment and arranges for repair when necessary.
7. May conduct phone surveys per instructions from department personnel. Logs information and completes survey form manually or on personal computer.
8. May prepare monthly, quarterly, or annual audit of invoices.
9. May issue a variety of City permits, memberships, and licenses. Reviews completed forms for accuracy and obtains necessary approvals.
10. May maintain daily cash report and balance cash drawer.
11. Performs duties of school crossing guard and mail clerk, as needed.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent. Business or correspondence schools or college (equivalent to 1-2 years) preferred.
- Must successfully pass polygraph exam and police background check prior to employment.
- Must obtain and maintain Kansas Criminal Justice Information Systems (KCJIS) security clearance and authorizations.
- If performing mail clerk duties, must have a valid driver's license and maintain an insurable driving record.

### EXPERIENCE:

- One year of clerical experience.

### SKILLS:

- Analytical skills.
- Attention to detail.
- Basic math and accounting skills.
- Human Relations/Interpersonal skills.
- Time management skills.
- Written and oral communication skills.
- Organizational skills.
- Working knowledge of windows-based word-processing, database, and spreadsheet software applications.

### MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to learn and understand computer software applications such as I/Leads, I/Mobile, KCJIS, ALERT.
- Alpha and numeric recognition.
- Additional requirements if performing School Crossing Guard duties:
  - Ability to comprehend traffic conditions/safety situations.

### PHYSICAL REQUIREMENTS:

- Ability to operate office equipment such as mail meter machine, computer, printer, copier, telephone, fax machine, calculator and related equipment.
- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computer and typewriter.
- Additional requirements if performing School Crossing Guard duties:
  - Ability to lift and hold hand-held "STOP" sign above head under normal and adverse weather.
  - Ability to hear.
  - Visual acuity.
  - Exposure to vehicle exhaust and fumes.
  - Excessive standing and/or walking.

- Exposure to extreme temperatures.
- Additional requirements if performing Mail Clerk duties:
  - Ability to operate city vehicle.
  - Ability to lift 20 pounds and transport 80 feet.
  - Ability to push/pull up to 50 pounds.
  - Ability to push/pull mail cart.
  - Excessive standing and/or walking.
  - Exposure to extreme temperatures.
  - Visual acuity.
  - Ability to reach, stand, bend, stoop, push and pull.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**