Job Vacancy Announcement

Date Posted: 10/21/2022

Position Title:	Records Clerk, KPD	**Reports to:**	Chief of Police
Dept/CC:	Police Department - Records		

Position Purpose:

Processes, classifies, and files all written and computer-generated reports for the police department. Submits reports to a variety of state and federal law enforcement agencies on a regular basis. Functions with relative independence. Excellent organizational, computer and clerical skills required.

Essential Functions

- Inputs written reports (accidents, arrests, traffic citations, etc.) generated by Police Department personnel into the current records computer database.
- Files all necessary paperwork records in the appropriate locations.
- Ensures accuracy and completeness all computer reports as required for UCR reporting.
- Distributes paper copies of police reports in accordance with the Privacy Act and the Freedom of Information Act.
- Maintains paperwork for D.U.I., Vehicle Seizers, Child Sex Offender as required.
- Submits Domestic Violence data to the State on a monthly basis.
- Submits all Traffic Crash reports to the State Police on a monthly basis.
- Reviews for accuracy and completeness of all fingerprint cards; files all fingerprint cards in the corresponding arrest pods.
- At the direction of the Chief expunge arrest records in accordance with court orders.
- Provide arrest information to other law enforcement agencies and with the guidance of the Chief to those other governmental agencies deemed appropriate.
- At the direction of the Chief, respond to subpoena's by delivering requested case information.
- At the direction of the Chief perform 'Ad Hoc' statistical and crime searches as requested.
- Ensures that those monies, usually in check form, that accompany requests for information, are brought to the Collection Office.
- Provide 'Daily Bulletin' information to Victim's Assistance.
- Perform any other job-related duties as required.

Qualifications

- High School or equivalent GED, or related field.
- Familiarity with Privacy Act and Freedom of Information Act
- Strong analytical, verbal, organizational and written communications skills.
- Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.) Computer experience in a DOS environment a plus.

HOW TO APPLY: Please apply online by visiting the website at: https://citykankakee-il.gov/application-for-employment.php. Application Deadline: **November 4, 2022 5:00 PM**. EOE