

Tombstone Marshal's Office

Records Clerk

NATURE OF WORK: Under close supervision performs technical work of routine difficulty in public safety environment; logs messages transmitted and received; sends and receives messages via Criminal Justice Computer System (NCIC); operates multi-line telephone system; performs various clerical and bookkeeping tasks; performs related work as required or assigned.

DUTIES:

- Sends and receives messages via criminal justice computer system (NCIC)
- Receive, process, file, and maintain a variety of law enforcement records, reports, citations, and case files
- Review police reports for completeness
- Ensure proper handling and redaction of sensitive or protected information
- Answers, screens and refers inquiries
- Operates computer-based equipment
- Types routine correspondence, provides data entry services
- Maintains filing system
- Maintain records retention schedules according to state and federal regulation
- Perform other clerical or administrative duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES:

- Local, State and National Criminal Justice Information System (NCIC)
- Establish and maintain effective working relationships with employees, other agencies, and the public
- Follow written and verbal instruction
- Communicate effectively, verbally, and in writing
- Clear, concise, and effective articulation of instructions
- Recording information accurately, clearly, and completely

QUALIFICATIONS:

- Successful completion of the terminal operator's certification program, Level A within six (6) months of employment; requires successful completion of background check, including no felony convictions
- High school diploma or GED required
- Prior clerical experience in law enforcement, legal setting preferred
- Knowledge of criminal justice terminology, records management, and privacy/confidentiality laws (e.g., FOIA, CJIS standards) is a plus

- Strong attention to detail and data entry accuracy
- Ability to handle confidential information with discretion

PHYSICAL REQUIREMENTS:

- Sufficient physical dexterity to use a telephone, computer/electronic equipment, hand tools, and manipulate small objects
- Ability to perform the physical mobility requirements of the position which includes, sitting for prolonged periods of time, standing, and walking in an indoor environment
- Ability to lift fifty (50) pounds to waist height which may or may not be carried alone for a distance of fifty (50) yards