



## **Full-time Records Clerk- Police Department City of Sycamore**

The City of Sycamore is seeking a full-time records clerk for the Police Department. This position reports directly to the Support Services Sergeant. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

This is a full-time position assigned to the Police Department. The position of Records Clerk has the responsibility of keeping department records filed and stored, including but not limited to processing FOIA requests, expungement records, bike registrations and all records-related materials and reports.

Minimum qualifications required:

### **Education:**

- High School graduation or equivalent is required.

### **Experience:**

- Two years experience in general office procedures. Experience with records management is preferred.

This is non-exempt, AFSCME Local 3957, full-time position that requires a 40-hour workweek. The starting salary is \$36,869.70. The City of Sycamore offers a generous benefits package. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at [www.cityofsycamore.com](http://www.cityofsycamore.com). All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or [mpeck@cityofsycamore.com](mailto:mpeck@cityofsycamore.com). Job will remain open until filled.

**The City of Sycamore is an Equal Opportunity Employer**

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**DATE APPROVED:** September 6, 2018  
**POSITION TITLE:** Records Clerk  
**GROUP:** Police Department  
**REPORTS TO:** Support Services Sergeant  
**FLSA STATUS:** Non-Exempt, represented by AFSCME Local 3957

**JOB SUMMARY**

The Records Clerk is a full-time position assigned to the Police Department. The Records Clerk will have the responsibility of keeping department records filed and stored so that they can be quickly and easily retrieved for use by appropriate members of the agency or the public, both on paper and in electronic format.

This position requires consistent attention and commitment to the mission and policies of the Sycamore Police Department. All related and assigned duties are to be performed in an efficient and effective manner. The job holder must conduct himself/herself in a manner, both on and off duty, which supports the highest standards of the law enforcement profession and does not bring disrepute or unnecessarily endanger the public's trust or confidence in this agency or its members.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. Primary Duties:**
  - Records management and data entry of department incident and accident reports.
  - Processing FOIA requests for records and information according to department guidelines.
  - Processing of all records-related materials and reports including the monthly IUCR report.
  - Process expungement requests of records.
  - Reviewing incident reports for proper coding according to UCR guidelines.
  - Processing bike registrations.
  - Receiving and entering vacation house check requests.
  - Inventorying office supplies.
  - Providing other clerical support, including checking in packages and shipments, receiving, sorting and processing departmental mail, processing of correspondence related to office business, and maintaining an orderly and clean work environment.

**2. Subordinate Duties:**

- Maintaining house check module.
- Collection of records monies and their input into the LOCIS software.
- Inputting pedestrian stop data for submission per state mandate.
- Answering telephones and taking messages.
- Faxing daily press releases.

**3. Public Relations:**

- Effectively interacting with office staff, officers, telecommunicators, and other members of the department and the public.
- Handling public inquiries both over the phone and in-person.
- Handling telephone inquiries and walk-ins concerning information requests, fines, past due accounts and other departmental business.
- Addressing public grievances concerning fines and violations.
- Acting as liaison with the City Clerk's Office, City Attorney's Office, States Attorney's Office, Illinois Department of Transportation, Illinois State Police, local business community and other agencies or individuals concerning department business.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of department operating procedures (including release of information, cash handling, and reporting policies).
- Knowledge of uniform crime reporting system.
- Knowledge of Freedom of Information Act.
- A high level of problem solving ability, self-initiative and a willingness to work a majority of the time without direct supervision.
- Ability to exercise judgment concerning operational procedures, department priorities and activities within established guidelines.
- Ability to utilize Word Processor, Spreadsheet, Database, Telecommunication equipment, management information systems, and other basic office equipment.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to understand and maintain confidentiality.
- Ability to read and interpret rules, policies, and procedures.
- Ability to follow written and verbal instructions.
- Ability to be willing to develop new skills and competencies necessary for anticipated department needs.
- Ability to work hours that will be determined by the needs of the department but will generally be during the daytime with flexibility to accommodate the public. Some early morning, late afternoon, and weekend hours may be required in the case of an emergency or special City event.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education:**

- High school diploma or its equivalent is required.

### **Experience:**

- Two years experience in general office procedures. Experience with records management is preferred.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the Records Clerk tasks are performed inside and are of a clerical nature. The employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer, or keyboard device, and operate office equipment requiring repetitive arm/hand movement. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Mental alertness is very important because of the need to make important decisions concerning the information systems of the agency and the agency's policies concerning dissemination of information as well as general operating procedures concerning records and administrative functions. The noise level in the work environment is usually moderate.