



**CLEARFIELD, CITY OF (UT)**  
**invites applications for the position of:**

**Records Technician I (Grade C)**

**SALARY:** \$14.81 Hourly  
**OPENING DATE:** 01/06/21  
**CLOSING DATE:** 01/20/21 10:59 PM  
**GENERAL PURPOSE:**

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Performs a variety of **entry-level complex clerical** duties designed to expedite the administrative processes and procedures related to documenting, maintaining, and controlling police records, case files, statistics, and information.

SUPERVISION RECEIVED

Works under the close general supervision of the Lieutenant or Records Technician II while in training or on a project-by-project basis.

SUPERVISION EXERCISED

None.

**EXAMPLES OF DUTIES:**

Operates personal computer to enter and maintain accurate, comprehensive, and up-to-date reports such as incidents, complaints, offenses, etc.; maintains property and criminal history index files; enters report narrative, and involvements (names, vehicle information, property information, etc.); maintains and updates dispositions on each case and enters changes into computer information base.

Records traffic and misdemeanor citations, types vehicle impound notices, traffic accident reports; updates, maintains, processes, and submits uniform crime reports (UCR=s) to the Utah Bureau of Criminal Investigation (BCI); locate police reports and makes copies for officers, the public, and attorneys; updates stolen property for National Crime Information Center (NCIC).

Performs various records tracking activities as needed to obtain driver=s license information, vehicle registration, Utah Criminal History, NCIC (Interstate Identification Index), Out-of-State vehicle registration, driver=s license information, NCIC wanted persons, stolen autos, and property checks.

Enters juvenile and adult arrest and citation information; identifies nature of crimes by established categories and classifications; monitors files to assure proper UCR reporting.

Assures the proper delivery of documents at various stages of the legal system process; expedites delivery as needed, including internal departmental dissemination; prepares report and citation files for court appearances; distributes court notices to police personnel; receives verification of notice and files appropriate records.

Performs computer entry of all non-arrest and non-citation reports submitted by officers, such as thefts, malicious injuries, runaways, missing persons, harassing phone calls, accidents, etc.

Checks and updates records; purges hard copy records and files; monitors in-house computer; generates statistical summaries for calls and services for staff and other agencies; searches and produces insurance information.

Assists with clerical functions of various public safety and awareness programs.

Performs general office typing as needed to complete forms, memos, letters, schedules, applications, and correspondence; maintains numeric and alphabetical files; makes copies, assists the public, responds to telephone calls, and distributes calls to appropriate office or individual.

Performs related duties as required.

## MINIMUM QUALIFICATIONS:

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#### 1. Education and Experience:

1. Graduation from high school with course work in general office practices and procedures;

AND

1. Two (2) years of experience as a clerk or secretary performing above or related duties;

OR

An equivalent combination of education and experience

#### Special Qualifications:

Must have a certified type speed of 50 words per minute.

Must be eligible to receive security clearance for access to state computer (BCI, DLD, NCIC, MVRG, INLETS)

## ADDITIONAL QUALIFICATIONS/INFORMATION:

### Essential Functions, Knowledge, Skills, and Abilities:

**Some knowledge of** state criminal codes and penalties associated with various offenses; police records management requirements; UCR codes; proper grammar, spelling, and punctuation; standard office practices and procedures related to records, filing and office maintenance; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems and telephone etiquette; personal computer operations and various program applications such as Microsoft Office, etc.; operation of a variety of types of standard office machines including, fax machine, copy machine, microfilming equipment, etc.; legal processes associated with the maintenance of public records and documents.

**Skill in** computer keyboard operations; the art of diplomacy and cooperative problem-solving.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; develop effective working relationships with supervisors, fellow employees, and

the public; communicate effectively, verbally and in writing; work under time pressures and work deadlines;  
work in an environment requiring continuous sitting; ability to follow routine verbal or written instructions.

Work Environment:

Functions of the position generally performed in a controlled environment. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing, and seeing essential to the performance of the job. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.jobs.clearfieldcity.org>

Position #012021-920  
RECORDS TECHNICIAN I (GRADE C)  
RM

55 S State Street  
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801-525-2742

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### **Records Technician I (Grade C) Supplemental Questionnaire**

- \* 1. Do you meet the minimum type speed requirement? (Please submit a five minute internet type test with your application.)
- Yes    No

\* Required Question