



## Bellefontaine Neighbors Police Department

**Job Title:** Police Records Clerk  
**Department:** Police Department  
**Supervisor:** Commander, Bureau of Special Operations  
**Classification:** Full Time Hourly /Non-Exempt  
**Salary Range:** \$37,294.36 – \$44,570.21

**Job Summary:** An employee in this job class is responsible for performing word processing and clerical work of moderate difficulty in the processing of police reports. Work is performed under the direct supervision of a unit supervisor. Work involves extensive typing, and concentrated effort to create and maintain computerized and physical police report files.

### **Primary duties:**

- Answer all incoming police department phone lines and transfer calls accordingly.
- Assist with in person inquiries, directing to appropriate parties.
- Maintain Police records management filing system
- Receive and process incoming police reports and distribute to the appropriate file location and/or necessary parties
- Prepare police reports requests in accordance to current Missouri "Sunshine Law", process payments for those requests.
- Manage and maintain resident vacation watch forms and forward to appropriate parties as needed
- Maintain ordinance violation and false alarm violation database. Prepare violations for recheck on a daily basis
- Electronically route court subpoenas to all police department employees.
- Perform other related duties as assigned.

## **Requirements:**

- Graduation from high school or G.E.D., with at least 3-5 years of office experience in a fast paced environment.
- Must be able to successfully complete a criminal background check.
- Citizen of the United States or valid work permit, and apply for citizenship when eligible.
- Must be free from conviction of a Felony. A Class "A" Misdemeanor conviction will be cause for immediate dismissal from the process, unless otherwise directed by the Chief of Police.
- Must obtain and maintain law enforcement application training and certification as required by position within the first 6 months of employment. Experience with C.A.R.E. and REJIS a plus. Attend training as assigned.
- Knowledge of and ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail with little direction.
- Familiarity with office equipment and file management, as well as excellent computer, organizational, and customer service skills.
- Must maintain a complete working knowledge of the function and operation of the telephone system, records management principals, practices and methods.
- Knowledge of city, state and federal laws, codes and regulations governing police records management.
- Must possess a strong work ethic with much attention to detail and effective communications skills.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

**PHYSICAL REQUIREMENTS:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions.

Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

**WORK ENVIRONMENT:** Works in an office setting, in generally comfortable conditions. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **HIRING PROCESS**

- Completed application with all requested attachments.
- Interview with police department staff.
- Satisfactory completion of a criminal background investigation.
- Interview with Chief of Police and the Mayor.
- Employment drug screening.

All full-time City employees serve a twelve (12) month probation period from the date of hire.

**SALARY AND BENEFITS:** Starting salary with no previous experience is \$37,294.36 and may be adjusted depending on qualifications. Salary is accompanied by an employee fringe benefit package, which includes health and dental insurance, paid holidays, vacation, a defined pension plan and a defined contribution 457 plan.

**CONTACT INFORMATION:** Completed applications, to include a cover letter and résumé, can be submitted in-person, mailed, or emailed. The job solicitation will remain posted until the position is filled. Please read and follow the submission instructions included with the application. Send all correspondence to:

Bellefontaine Neighbors Police Department  
9641 Bellefontaine Road, Bellefontaine Neighbors, MO 63137-1818  
Office hours: Monday-Friday, 8:00 AM – 5:00 PM.  
Phone: (314) 867-0080, ext. 243  
**Email: [bnpdapplicant@cityofbn.com](mailto:bnpdapplicant@cityofbn.com)**