

**POSITION DESCRIPTION
POLICE RECORDS TECHNICIAN**

POSITION TITLE: Police Records Technician
CLASSIFICATION: Hourly - Non-exempt
REPORTS TO: Police Chief

DEFINITION: Support Police Department Personnel by answering inquiries relating to police department services as receptionist during normal business hours. Responsible for transcribing crime reports, daily data entry of police reports, citations and warnings, citizen fingerprinting and processing background checks, submitting monthly statistical reports to the Colorado Bureau of Investigation and other administrative duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES: (Including, but not limited to the following)

1. Opens and distributes mail.
2. Greet citizens, provide telephone coverage, and refer questions\concerns to the appropriate officer.
3. Prepare and file all paperwork and documents, as requested, to include
 - a. transcribing crime reports.
 - b. daily data entry of police reports, citations and warnings
 - c. misc. correspondence
4. Copy and distribute materials, as requested, to include cases submitted to El Paso County District Court.
5. Perform official errands, upon request of the Police Chief.
6. Citizen fingerprinting.
7. Process background checks.
8. Submit monthly statistical reports to CBI.
9. CCIC capabilities.
10. Maintains police petty cash fund.
11. Accepts payments for police activities.
12. Monitors daily computer backup tapes.
13. Maintains Business License Application binder and Street Locations binder.
14. Delivers Municipal Court documents to Court Clerk.
15. Interacts with other Town Departments.
16. Other duties as assigned.

MINIMUM REQUIREMENTS:

1. Valid Colorado Driver's License with safe driving record.
2. High School Diploma\GED equivalency.
3. One (1) year experience in police department procedures is desirable.
4. Basic knowledge of standard office procedures and equipment.
5. Ability to type 40 wpm.
6. Ability to work independently.
7. Excellent communications, telephone and office courtesy skills.
8. Must be bondable and pass a background check.
9. Obtain CCIC clearance.
10. Physically capable of performing all tasks of the job.