



CITY OF SELMA

INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL MONDAY, APRIL 29, 2024, 4:30 P.M.

FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Position: Desk Clerk
Reports to: Captain
Subordinate Staff: None
Department: Police Department
Location: 4555 Water Avenue, Selma, Alabama 36701
Status: Regular, Full-time
Schedule: Monday – Friday
Rate of Pay: \$12.00 per hour

Internal Contacts: All City Departments
External Contacts: General Public; School Personnel; Parents

Job Summary

Under the supervision of the Captain, the employee performs administrative and receptionist duties relating to the Police Department. The employee prepares and files correspondence; and enters information into the National Crime Information Center (NCIC) system. The employee prepares and reviews required reports and assists with other departmental administrative activities. Work is performed in accordance with well-defined procedures, established rules, regulations, and instructions from superior officers; work is reviewed upon completion. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Front Desk Administration. The employee performs various administrative duties required by the Department.

1. Performs receptionist duties for citizens entering the Department.
2. Generates incident reports for walk-in complaints.
3. Receives and sorts incident/ offense and arrest reports according to time report was taken.
4. Prepares Recap sheet from reports.
5. Copies and distributes recap sheets to department.
6. Makes copies of reports and distributes to appropriate departments; forwards original report to Records Unit.
7. Assists customers and visitors with filing reports or directs to appropriate personnel.
8. Answers questions regarding filing procedure and directions.
9. Assists officers by retrieving reports, dockets card and identification photos.
10. Maintains extra patrol log of areas requiring additional patrol units.
11. Processes incident, accident and arrest reports filed by patrol officers.
12. Processes traffic and non-traffic citations.
13. Enters data into the NCIC system.
14. Maintains Department files.
15. Collects monies for vehicles releases and copies of reports.

16. Reconciles daily cash receipts.
17. Generates bank deposits as needed.
18. Processes in-going and out-going mail.
19. Generates Department meeting minutes.
20. Prepares correspondence for signature.
21. Notarizes documents.
22. Monitors completed paperwork of officers ensuring accurate and appropriate information is reported.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. *Knowledge of the City, its buildings, and road system.
3. Knowledge of disaster and emergency procedures.
4. Knowledge of law enforcement practices and procedures.
5. Knowledge of the criminal justice system.
6. Knowledge of City, state, and federal law and court procedures.
7. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama motor vehicle laws.
8. Knowledge of all forms and other paperwork required for the Department.
9. Knowledge of office management techniques and procedures.
10. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
11. Reading skills to understand and interpret Department rules, regulations, policies, and procedures.
12. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
13. Math skills to perform basic accounting calculations (add, subtract, multiply, divide).
14. Listening skills to receive radio calls, take complaints, and interview witnesses.
15. Ability to multi-task.
16. Ability to organize files and work assignments.
17. Ability to use computers and office productivity software.
18. Ability to use standard office equipment.
19. Ability to handle and account for monies.
20. Ability to deal firmly and tactfully with the public.
21. Ability to maintain composure in stressful situations.
22. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
23. Ability to work independently without close supervision.
24. Ability to obtain information through interview and interrogation.
25. Ability to speak clearly and factually in court and other situations.
26. Ability to work outdoors under adverse conditions.
27. Ability to use a two-way radio.
28. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of two (2) years of experience working with in an office environment, preferably dealing with the public and/or in law enforcement; or any combination of experience and training which provides the knowledge, skills, and abilities to perform the job.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to work non-standard hours.
5. Ability to travel.
6. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER