

Police Records Clerk I

The City of Richmond Heights Ohio Police Department is seeking qualified candidates for a full-time Records Clerk I. This position will perform a wide variety of technical and clerical law enforcement support related to collecting, recording, transcribing, maintaining, processing, editing, retrieving, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, and subpoenas. Maintains logs of collected fees and/or fines and maintains computerized records. Answers incoming phone calls, sorts and distributes incoming mail for the Police Department, maintains office supplies, monitors interior and exterior video cameras of city buildings.

Minimum Qualifications: High School Diploma and at least one year of recent law enforcement clerical experience performing related work experience. Additional education in law enforcement related operations preferred. Strong computer skills to include working knowledge of MS Office, Outlook and Excel. Excellent written and verbal communication skills and the ability to multi-task and meet strict deadlines are required. Knowledge of and experience utilizing TAC Computer-aided dispatch and records management system preferred.