

## Police Records Clerk II

The City of Richmond Heights Ohio Police Department is seeking qualified applicants for a full-time Records Clerk II. This position performs a variety of routine and complex clerical and administrative work in keeping official records, performs additional duties and related work as assigned by the immediate supervisor and the Chief of Police. Also serves as the back-up to the Secretary of the Chief of Police.

**Minimum Qualifications:** Must have High School Diploma and three years of recent law enforcement clerical and technical experience related to collecting, recording, transcribing, maintaining, processing, editing, retrieving, and distributing technical warrants, protection orders, and subpoenas. Ability to multi-task and meet strict deadlines. Strong verbal and written communication skills, computer experience utilizing, MS Office, Outlook, and Excel, and working knowledge of the following systems: Ohio Law Enforcement Automated Data Systems (LEADS) and National Crime Enforcement Center (NCIC).

Knowledge of TAC Computer –aided dispatch and records management, Ohio Law Enforcement Gateway (OHLEG), and Ohio Law Enforcement Information Sharing Network (OLLEISN), preferred.