

**The Town of New Milford is hiring! We are currently accepting applications for Police Records Clerk. This important role is responsible for accurate filing and reporting on a variety of legal documents. Attention to detail is critical. Interested and qualified applications must submit a Town of New Milford employment application, resume and three professional references to: [Personnel@newmilford.org](mailto:Personnel@newmilford.org) no later than November 24, 2023**

## **Town of New Milford**

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Job Title Records Clerk – Police Department**

NUTMEG Grade 7 - 40 Hrs./Wk.

**Job Summary:**

Performs record-keeping functions, secretarial and clerical duties for the New Milford Police Department.

**Supervision Received:**

Works under supervision of the Chief of Police and/or Support Services Commander. Work assigned by the Director of Support Services Bureau or designee.

**Example of Essential Duties:**

- Perform filing and typing for department.
- Process all insurance requests and bill appropriate parties and records insurance payments.
- File case reports, court abstracts, warnings, motor vehicle summons, and infractions into computer system and file reports.
- File tickets, UARs, court abstracts, case reports and supplements.
- Review and mail criminal fingerprint cards and process the paperwork for pistol permits.
- Process court transmittals.
- Run weekly, end of month, and year to date reports and providing information when journal entry correction is needed.
- Copy motor vehicle accident reports and distribute to proper agency.
- Copy, collate, and distribute materials and fax documents when needed.
- Process warrant applications for court.
- Process warrants received from court.
- Input data information into computer.
- Balance and prepare deposits of revenues and collect fees.
- Refer citizen's complaints and suggestions to proper member of staff.

- Perform duties of the Executive Secretary in the Secretary's absence and correspondence on behalf of administrators, as well as processing Pistol Permits, applications for Raffle Permits, etc.
- Research old records and purge old records.
- Take confidential dictation and transcribe correspondence, memoranda and reports for all departments.
- Perform other related duties as assigned.

**Knowledge, Skills and Ability:**

- Ability to follow complex written and oral instructions.
- Ability to compose routine letters and work effectively with other employees.
- Must be able to meet deadlines, prioritize work projects.
- Must be able to work in an office setting subject to continuous interruptions and type a minimum of 45 wpm.
- Must be able to deal with a diversity of people in such a manner as to encourage compliance.
- Knowledge of standard office procedures and equipment.
- Must possess strong computer literacy.
- Experience with Windows run programs, email, internet access, database entry, spreadsheet entry and reports, and the ability to learn new programs as needed.
- Ability to effectively communicate with Town Officials, employees and the public in a professional and courteous manner both in person and over the phone.

**Education, Training and Experience:**

High School Diploma or G.E.D and one year of business or secretarial school, and/or two years secretarial experience.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty assignment.)

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to the following in carrying duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary. The Town of New Milford is an Equal Opportunity Employer.

Approved: September 24, 1997

Updated: February 25, 2005

Amended by Personnel and NMPD – 3-12-15

Updated by Personnel 7-10-2023