



City of Cañon City, CO
128 Main Street | Cañon City, CO 81212
719.269.9011
www.canoncity.gov

Job Title:	<i>Police Records Technician (Part-time)</i>
Job Code:	5211
Range:	44 (\$14.93 - \$20.20)
Department:	<i>Police Support</i>
Reports To:	<i>Police Sergeant</i>

SUMMARY

Under general supervision, performs a variety of administrative support functions to produce and maintains all crime reports, traffic accident reports, arrest reports, citations and informational reports for the City of Cañon City Police Department.

ESSENTIAL FUNCTIONS

- Receives all activity reports and citations generated by police officers, detectives, and administrative personnel in Police Department.
- Reviews reports for completeness and general accuracy.
- Enters report data into required law enforcement databases such as crime reports, traffic accident reports, arrest reports, citations, and informational reports following established procedures.
- Distributes copies of applicable reports to appropriate agencies, such as Attorney General's Office, District Attorney's Office, Parole and Probation, various courts, motor vehicle department, City Clerk's Office, Fremont County Sheriff's Office, insurance companies, and other agencies as requested.
- Researches database records and provides information to employees, attorneys, and others as allowed by law.
- Performs cashier and receptionist duties including collecting miscellaneous fees and payments, balancing cash drawer, answering telephone, and ordering office supplies.
- Maintains physical files of all citations and all police reports.
- Compiles and submits monthly and annual crime statistics to Colorado Bureau of Investigation.
- Transcribes meeting or interview notes and distributes departmental mail. Notarizes signatures.
- Performs related duties as established by law or ordinance or as reasonably directed by the City.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of the mission, policies, goals and procedures of the City of Cañon City.
- Knowledge of Cañon City Police Department Policy & Procedures.
- Knowledge of Federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to police records.
- Familiar with the practices and methods of data entry and records management.
- Familiar with Police statistics and NCIC/CCIC computer systems.
- Ability to operate standard office equipment including personal computer, database applications, printer, fax, copier, shredder, telephone, and calculator.
- Ability to review police reports for completeness and general accuracy.
- Ability to entering police report data into required law enforcement databases following established procedures.
- Ability to distribute copies of applicable reports to appropriate agencies.
- Ability to perform research of database records.
- Be able to perform cashier and receptionist duties including collecting miscellaneous fees and payments, balancing cash drawer, answering telephone, and ordering office supplies.
- Ability to maintain monthly and annual crime statistics.
- Perform transcription duties and archive records and reports.
- Experience with utilizing office equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Ability to communicate in person and in writing.
- Ability to establish and maintain effective working relationships with City officials, employees, other agencies, and the public.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- One year of clerical experience.
- Any acceptable combination of education, training and experience that provides the listed knowledge, abilities and skills may be substituted.

LICENSING/CERTIFICATION REQUIREMENTS

- Notary public.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is regularly required to view computer keyboards and monitors. The employee is frequently required to perform repetitive motions typing on computer keyboards. The employee is occasionally required to lift up to 10 pounds. The employee is occasionally exposed to hazardous and potentially lethal situations and individuals, including exposure to firearms, other weapons, explosives, and toxins.

ADDITIONAL INFORMATION

- N/A

FLSA Status:	<input type="checkbox"/> Exempt—Salaried	<input checked="" type="checkbox"/> Non-Exempt—Hourly (Part-time)
Classified as:	<input type="checkbox"/> Essential	<input checked="" type="checkbox"/> Non-Essential
Date of Original:	10/18/06; prepared by PSPC	
Date Revised:	10/05/2017; SM	

Employee Signature

Supervisor Signature

Date

Date