

Job Title: Police Clerk I

An employee in this position will handle all walk-in request from the public and will be responsible for performing duties which include data entry, filing, disseminating police reports, sending and receiving teletype messages on G.C.I.C. and N.C.I.C. computer, transfer telephone calls and messages to department personnel. Some judgement is required in securing sufficient information in order to transfer it to the proper person. Work involves substantial contact with the public, often under trying conditions. Assignments generally follow already learned and established procedures so that assistance is required for only unusually difficult or novel assignments. Employee works under the direct supervision of the Records Section supervisor or her designee. Work is reviewed by the Records Section supervisor for accuracy of data entry, quality of service, and efficient handling of calls. No supervision of others is required or exercised. There may be other duties assigned as needed and when necessary. An employee in this position must be available to work any shift to include some weekends and holidays

Knowledge, Skills and Abilities

- Knowledge of police department policies and its functions
- General Knowledge of laws and ordinances relating to the forwarding of information to the appropriate court system and issuing permits
- Knowledge of geography of the City
- Skill in the operation of police radio equipment and telephones, keyboards, electronic equipment (VCR), teletype, copier and other standard office equipment
- Ability to speak clearly and distinctly
- Ability to maintain simple clerical records
- Ability to establish and maintain effective working relationships
- Knowledge and application of the Georgia Open Records Act
- Ability to prioritize tasks

Desirable Training and Experience

- High school diploma or GED equivalent
- Experience in dispatching or communications and several years of general office work
- Experience with computers and typing speed of 30 words per minute

Necessary Special Requirements

- Excellent people skills
- Positive attitude
- Some experience in general office work
- Possess a valid State of Georgia driver's license
- Be in good physical condition and have a clear, distinct speaking voice
- Computer skills

For information in reference to current openings for this position visit the City of LaGrange website at <http://www.cityoflagrange.org>.

The current posting are listed under the Employment Opportunities link.

The LaGrange Police Department is an Equal Opportunity Employer.