

Police Department Data Entry Clerk

POCONO MOUNTAIN REGIONAL POLICE – Pocono Summit, PA 18346

Under general supervision, this individual receives, inputs and maintains records related to police records, alarm permits and criminal justice activities.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Examples of Duties / Essential Job Functions:

- Receives, edits incoming police reports including arrest, offense and crash records.
- Reviews, edits and produces accurate arrest and police records and reports.
- Completes and mail State related forms.
- Data entry of citations and warning tickets.
- Review/Edit police reports and crime complaints.
- Maintains police records management filing system.
- Receives, processes and receives payment for requests for police, crash and arrest reports, background checks and public information requests.
- Receives payment of alarm permits; sends expiration notices.
- Prepares daily transmittal of cash and credit card receipts.
- Provides administrative support for the Department.
- Distribute incoming mail.
- Answers incoming calls.
- Prepares monthly statistical reports
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of records management principles, practices and methods.
- Knowledge of City, State and Federal laws, codes and regulations governing Police records management.
- Knowledge of personal computers, hardware and software.
- Knowledge of modern office practices and techniques.
- Knowledge of Police department policies and procedures.
- Skill in compiling and maintaining complex and extensive records.
- Skill in applying Police records management laws, rules and regulations.
- Skill in effective oral and written communication.
- Skill in preparing accurate reports.
- Skill in data entry.

Required Education, Experience, and Certifications:

- High School diploma or equivalent, and at least one (1) year clerical or records management experience; or equivalent combination of education and experience.

- Must pass a post-offer pre-employment drug screening.
- May be required to acquire additional certification.
- Possess a current Pennsylvania driver's license

Supplemental Information

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing and vision to monitor.

Equipment and Tools Utilized:

- Equipment utilized includes, but not limited to, computer, copier, fax machine, standard office equipment, shredder, and other related equipment.

Job Type: Full-time

Salary: \$18.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: One location