

## City of Vicksburg Job Description

**Job Title:** Records Specialist  
**Department:** Vicksburg Police Department  
**Reports To:** Records Supervisor  
**FLSA Status:** N  
**Prepared By:** PMT

*Approved by Antoinette Bradley, April 2018*

**Summary** Assists in the administration and interpretation of the standard operating policies and procedures of the Police Department, provides administrative support to the police command staff, takes police incident reports, and enters data into the computer by performing the following duties.

**Essentials Duties and Responsibilities** include the following:

Safeguards the records for the Vicksburg Police Department

Answers telephone and forwards calls to proper person(s) or department.

Responds to inquiries from other city employees and citizens, makes references to appropriate persons and/or departments when necessary.

Efficiently and accurately inputs data from every police incident report on a daily basis.

Responsible for filing documents from every division in Public Safety, to include the Court Department.

Serves as cashier, including receiving of payments for backgrounds, fingerprints, incidents and accident reports.

Posts monies collected to be deposited.

### **Education and/or Experience; Certificates, Licenses, Regulations**

Associate's degree (A.A/A.S) is preferred. High school diploma or general education degree (GED) and two years of increasingly responsible related experience; or equivalent from two-year college or technical school in a related field; or equivalent combination of education and experience.

Must have and maintain a valid State of Mississippi driver's license.

### **Qualifications**

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

### **Reasoning Ability**

Must have the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the this Job, the employee is regularly required to frequently sit, use hands, stand, walk climb or balance and stoop, kneel, and crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Other Skills and Abilities**

To perform this job successfully, the individual will have a satisfactory working knowledge of Microsoft Office applications and systems.

Ability to perform cashier duties accurately

Ability to work effectively with the public and other employees

Ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Must be organized and able to work with little to no supervision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.