



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
PUBLIC SAFETY CLERK

FLSA Status: Non-Exempt
Bargaining Unit: GPPA
Salary Grade: 302

CLASS SUMMARY:

The Public Safety Clerk is the entry level in the Public Safety Non-Sworn Series. Incumbents are responsible for non-emergency police support services including administration of records and customer service. Based upon assignment, duties may include public counter or telephone customer service, data entry, review and maintenance of records, routing and filing records and reports, records checks, processing warrants and sealed records, and other general office support activities.

The Public Safety Clerk is distinguished from the Civilian Public Safety Supervisor by its focus on routine clerical duties and data entry.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Provides telephone and in-person customer service including taking reports for criminal and non-criminal incidents, handling citizen complaints, directing inquiries to appropriate authorities, and providing general information.
- Performs data entry for dispatch and records management and retrieves information, as needed, from automated data systems for assembly with various records for compilation into reports.
- Composes, types and proofreads routine correspondence, memos and reports.
- Files and indexes police documents and correspondence, performs file searches, and routes files, reports and other paperwork to appropriate parties.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A High School Diploma or GED, and one year of general office experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Law Enforcement Data System Certificate within sixty days of appointment;
- Typing Certificate – 40 words per minute with a minimum 95% accuracy.

Knowledge (positions in this class require):

Knowledge of:

- Police procedures and records management;
- Police and criminal justice related software programs;
- Personal computers and related software programs;

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Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Using office equipment;
- Performing basic clerical activities;
- Data entry;
- Records initiation and management;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, talking, hearing, seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents work rotating shifts and may be required to work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008

Resolution No. 5379

Updated May 8, 2012, September 16, 2014