



# VILLAGE OF LINCOLNSHIRE

## Job Description

**Title:** Records Clerk  
**Department:** Police  
**Status:** Non-Exempt  
**Date:** January 2023  
**Classification:** Non- Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

### GENERAL DESCRIPTION

Under general direction, work involves providing administrative support in the Records Division within the Village of Lincolnshire's Police Department using independent judgment to carry out daily tasks. Specific job duties vary based on the Department's need and include the ability to work effectively as a team member. Direction is received from leadership in the department. The employee in this position is primarily responsible for/ but not limited to the maintenance and control of the police records section. This position often functions with minimal supervision.

### SUPERVISION RECEIVED

Work is performed under the direction of the Police Commander

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES

- Organizes and coordinates maintenance and control of the police records section. Informs appropriate managers and staff of activities.
- Receives, maintains, and processes confidential law enforcement records pertaining to arrests, tickets, complaint reports, warrants, crash reports, and other materials and documents.
- Receives requests for police records, fingerprinting individuals for employment, state licensing, permits, and releasing impounded vehicles.
- Reviews reports for necessary elements and accuracy before merging to the Records Management System.
- Reviews, interprets, classifies, and codes crime reports using the National Incident Based Reporting System (NIBRS) standards.
- Files and maintains documents and correspondence, including confidential records and information, in records system according to established file classification system.
- Interacts with residents and the public as the front end of the Police Department while delivering quality customer service to include but not limited to phones calls, email, letters and other necessary paperwork.
- Handles non-criminal, walk-in reports including data collection and entry into the Department's reporting system.
- Maintains police reports and arrest records through the Department's Records Management System (RMS), as well as purging court ordered or State-mandated sealing and expungement of records.
- Processes payments, fines, and fees from the public.
- Processes court transmittals, accidents, warrants, and citations.

- Conducts regular record audits and verifies data is accurate and makes corrections if needed.
- Assists the Department in disposing of records appropriately following the Records Destruction Act.
- Reviews and ensures all police reports are accounted and processed with a high degree of accuracy, and in a timely manner.
- Processes person, vehicle, and location alert messages to Department personnel.
- Processes local adjudication and prepares for hearings.
- Assists with non-criminal fingerprinting requests.
- Assists investigations with audio transcriptions as needed.
- Processes applications for permits and licenses including, but not limited to, overweight truck permits, solicitor permits, block parties, raffle permits, and liquor licenses.
- Creates invoices for false alarms, contract details, and other police services.
- Receives and responds to Freedom of Information Act requests (FOIA), requests from attorneys, and other agencies.
- Conducts redaction for videos, audio, and reports.
- Compiles, produces, and distributes monthly statistical data for the Department and State.
- Processes, updates, and maintains identification cards for Village staff.
- Monitors booking area and prisoners as needed.
- Assists in Police Department's property/evidence function including performing transfer of digital media, entering of physical property, documenting related items to appropriate locations within the Department, and disposing of evidence when authorized.
- Creates daily briefing material for supervisors.
- Assists in Village's digital document management and archiving program as needed.
- Notarizes documents as requested.
- Provides backup to other positions within the Police Department or Village Hall as needed.
- Ensures procedures and projects comply with the Department's policy guidelines and seeks approval for any exceptions.
- Types and modifies correspondence, reports, and paperwork; composes, memorandums, legal notices, charts, tables, database, spreadsheet, and other communications software applications. Proofreads for accuracy.
- Interprets Department policies. Consults with the public on programs. Assists with interpretations of complex or technical information.
- Provides research assistance in preparation of various reports and special assignments.
- Transports documents upon request.
- Provides general administrative assistance in the event of an emergency or disaster.
- Provides administrative support to other departments as needed.
- Performs other duties as assigned.

### **CONTACTS OUTSIDE OF DEPARTMENT**

Personnel in other Village departments, Board members, vendors, contractors, other municipalities, county, and state agencies. Occasional to heavy contact with public.

### **TOOLS & EQUIPMENT USED**

Microsoft Office 365 Suite of Applications, telephones, computers, Village vehicles, fax machines, video conferencing platforms, smart devices, printers, scanners, and other office equipment.

### **PHYSICAL DEMANDS**

Minimal, occasional lifting, carrying, pushing, or pulling of up to 30 lbs. Occasional bending, twisting, kneeling, squatting, crawling, climbing, reaching, wrist turning, grasping, pinching. Standing, walking approximately 1 to 2 hours a day.

### **WORKING ENVIRONMENT**

Moderately noisy, comfortable, and clean office working conditions.

## **EDUCATION**

High school diploma or equivalent (G.E.D.) with two years related experience or an equivalent combination of education and experience. Municipal experience preferred but not required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Good knowledge of English, composition/business writing, spelling, and arithmetic.
- Effective communication skills.
- Knowledge of modern office practices and procedures, data processing, computers and equipment.
- Skill in basic mathematical computations.
- Skill in creating spreadsheets, databases, and filing systems.
- Skill in typing.
- Skill in applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned department.
- Ability to effectively communicate verbally, in person, over the telephone and in writing; accurately prepare and proofread correspondence and reports; work without direct supervision and to exercise judgment, initiative, and discretion to apply Village policies, ordinances, and codes to make decisions; plan and coordinate complex tasks; deal with the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials, and the general public; work under time constraints; skill and ability to operate required tools and equipment to perform the job duties; skill and ability to type; good organizational skills.
- Ability to use hands and fingers to handle equipment; to work in a sitting position for extended periods of time; occasionally lift and/or move at least thirty (30) pounds with or without assistance; work in an office environment; perform repetitive arm, hand, and eye movements; to distribute mail and messages throughout a building; bend, squat, kneel, and stretch.