

Town of Hamden

RECORDS TECHNICIAN

Classified/Competitive

B.U.: AFSCME, Co.#4, Local 2863

Salary: Scale A, Range 7

Position Definition: Performs general data entry and administrative clerical work of some complexity and variety in organizing and maintaining Police Department record-keeping and cross-filing automated information system, including sensitive and confidential information; enters and retrieves information in the functional areas of criminal activities, motor vehicle accidents, and administrative information; and receives, records and processes various fees and revenues.

Supervision Received: Receives general supervision from the Police Captain or Lieutenant, or designated supervisor, plans work according to Department procedures, works independently and establishes task priorities within general work assignment.

Supervision Exercised: May provide task supervision to clerk or authorized volunteers.

Examples of Essential Duties: Receives information on arrests, accidents and investigations. Classifies, codes, and processes information and data. Sets up new files as necessary. Enters data into criminal history files from incident reports and related materials. Retrieves and organizes criminal history information for transmittal to court or to other law enforcement agencies.

Develops and maintains categorical files including Driving While Intoxicated (DWI) arrests, domestic violence, hate crimes, parking violations, fingerprinting, and various permits issued by the Department. Prepares monthly statistical reports on these matters and files with office of Chief of Police and executive officers.

Compiles and collates materials for distribution to various agencies. Forwards motor vehicle violation tickets to courts and to centralized infractions bureau prior to court dates. Sends monthly domestic violence and hate crime information to State Department of Public Safety. Runs monthly reports of dispositions of all cases to Detective Division. Responds to inquiries concerning data and verifies information as requested.

Collects and processes revenue for copies of accident reports, parking tickets, permits, fire alarms, copies, photographs, or warden and dog adoption fees and refunds. Reconciles monies received with records, prepares report and submits to the Collector of Revenue. Ascertains that information released is to appropriate persons within state laws and Department procedures. Performs record checks for employment, military and probation purposes.

Performs receptionist duties and greets members of the public. Performs backup or relief tasks in all functional areas of the department as necessary. Performs general office clerical tasks. Operates standard office equipment, such as computer, copy machine, calculator, etc. Performs other related duties as directed. Assists and collates materials for publication of administrative regulations, department and Town programs, and related schedules. Performs other related duties as required.

Minimum Qualifications Required: The knowledge and skills required would generally be acquired with graduation from high school or business school and five (5) years progressively responsible clerical experience, or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities: A working knowledge of modern office practices, including filing; scheduling, posting and basic bookkeeping is required. A good working knowledge of Business English, spelling and arithmetic is required. Ability to acquire a working knowledge of laws, regulations and procedures pertaining to the mission of the Police Department and police record systems is required. Must acquire a proficiency in Department-specific computer applications, and be able to utilize the Town's e-mail system, or be able to acquire these skills within a limited training period as determined by Department needs. Must be able to maintain confidentiality of records and information that are part of work responsibilities. Must have the ability to establish and maintain effective working relationships with other employees and the general public.

License or Certificate: A Connecticut Motor Vehicle Operator's license may be required.

Physical, Mental Exertion/Environmental Conditions: Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. May be required to occasionally drive to banks and off-site training classes. There is some stress in meeting deadlines.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission: April 6, 2009