



Phone (360) 466-3163

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Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

11404 Moorage Way

LaConner, Washington 98257-0817

JOB ANNOUNCEMENT

POLICE OFFICE RECORDS CLERK

SWINOMISH POLICE DEPARTMENT

SALARY: D.O.E.

CLOSES: WHEN FILLED

GENERAL FUNCTION:

A non-sworn employee performing work involving responsibility for a wide range of clerical duties in support of the operations bureau of the Police Department. Work involves considerable responsibility for accurate transcriptions, retention, retrieval and dissemination with accepted records management practices and departmental regulations.

This position requires consistent attention and commitment to the Department's vision and mission.. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The Police Office Clerk must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Department or its members. This position requires a high level of self initiative in the ability and willingness to work a majority of the time without supervision.

RERESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Major duties involve computer data input and retrieval, compiling of statistical date reports, processing of police case reports, records dissemination, and hard copy filing.
- Serves as the Department receptionist, greeting and assisting citizens or directing them to the appropriate person or agency.
- The Police Office Clerk is expected to use self directed work time in an efficient manner by identifying and undertaking duties and assignments that may have been left by other employees of the Department.
- Computer entry, inquiry, clearance and cancellations.
- Compile and maintain statistics for police operational purposes and uniform crime reporting.
- Maintain Domestic Violence Prevention Act records as required.
- Maintain Subpoena log and record of service.

- Maintain missing persona and run away files.
- Maintain ACCESS validations, meet ACCESS deadlines, and report on system status.
- Respond to all records requests from police agencies, military, insurance companies and others.
- Process all criminal dispositions.
- Responsible for computer entry and validation of arrest warrants.
- Process police reports, to include numbering, transcribing and filing.
- Maintain computer and hard copy files of police incidents.
- Perform audits on records system.
- Create and maintain new records related systems as required.
- Handle incoming cash from sources such as insurance companies. Distribute funds and balance books according to procedure.
- Perform other records related duties as the need is developed.
- Operation of the phone and paging systems to take and give messages to police staff.
- Provide secretary duties to supervisors.
- Maintain forms and statistic for all polices program grants.

OTHER DUTIES:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

SKILLS, KNOWLEDGE AND ABILITES:

- Thorough knowledge of filing and records processing practices.
- Thorough knowledge and working ability in the use of Police Departments computers.
- Working knowledge of the Privacy Act and Public Disclosure Laws.
- Ability to operate photocopy machines.
- Ability to type 65 words per minute with emphasis on accuracy.
- Knowledge of Records Retention Law and schedule.
- Ability to meet the public and respond to requests for service from citizens in a courteous and professional manner.
- Ability to work varied hours as the need arises.
- Ability to maintain strict confidentiality of all police information.

MINIMUM REQUIREMENTS:

- Minimum of 21 years of age at hire
- Minimum of High School diploma or GED
- U.S. Citizen
- Valid Washington State Drivers License.

- Must be able to successfully pass the following:
 1. Written examination
 2. Oral Interview
 3. Background Investigation
 4. Polygraph Examination

SUPERVISION

The Police Office Clerk receives direct supervision from the Chief of Police, or in his/her absence, from another supervisory level employee as outlined in the Department's organizational chart. This position receives written semi-annual performance appraisals.

EQUIPMENT/JOB LOCATION:

Tasks are performed indoors. In most cases, heavy lifting, pushing, pulling or carrying heavy loads is not required. Considerable time will be spent at a computer work station in the performance of records related duties. Work will involve counter contact with the public. Exposure to profanity and violent behavior is possible.

REMOVAL

Removal can be with or without fault of the employee or the department. Economic conditions that cause reductions or restructuring in work force, the employee's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for removal without fault. Accruing a typical amount of supervisory counseling for remedial training may lead to removal with or without fault.

APPLICATION INSTRUCTIONS

- Request a Swinomish Tribal Police Application by calling (360) 466-7244.
- Complete the Swinomish Tribal Police Application form: **Do Not Write, "see resume" on the application.**
- Return the completed application to Lenee Kelly at the Swinomish Police Department Office.

**Swinomish Indian Tribal Community
Police Department
17353 Reservation Road
LaConner, WA. 98257**