
 <p>Radcliff Police Department</p> <p>Job Description</p>	<p>Date of Issue</p> <p><b>03/31/15</b></p>	<p>Page</p> <p><b>1 of 2</b></p>	<p>Number</p> <p><b>G.O. 3.2</b></p>
	<p>Review Date</p> <p><b>04/26/22</b></p> <p><b>06/18/26</b></p>		
<p>POSITION <b>RECORDS TECHNICIAN, I AND II</b></p> <p>GRADE <b>-4- 5</b></p>		<p>RELATED POLICIES</p>	
<p>CALEA STANDARDS</p> <p>KACP STANDARDS <b>CHAPTER 3.2</b></p>		<p>BY AUTHORITY OF</p> 	

**CLASS TITLE: RECORDS TECHNICIAN, I AND II**

**CLASS CHARACTERISTICS:** Is a non-sworn position and is under the direct supervision of the Administrative Captain.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent supplemented by at least one (1) year of responsible experience in the clerical field. Candidate shall successfully complete a background investigation.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the data entry, maintenance, updating and proper storage of crime reports, traffic collision reports, violations, arrests and other departmental activity reports
- Responsible for forwarding crime and traffic report data to the Kentucky State Police (KSP) and Federal Bureau of Investigations (FBI)
- Responsible for the handling of routine inquiries and requests for departmental reports and other information
- Performs clerical functions, serves as receptionist
- Performs and assists in other departmental duties as necessary

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of departmental general orders (policies and procedures), rules & regulations and standards of conduct
- Knowledge of modern office practices, procedures and equipment, such as computer operations and applications
- Knowledge of federal and state law, local ordinances and regulations associated with departmental operations in the area of securing police reports and criminal information
- Knowledge of the city geography
- Ability to prepare and maintain reports and records in a clear, concise and accurate manner

- Ability to deal courteously but firmly with the public, and establish and maintain an effective working relationship with other police departments/agencies, city officials and the general public
- Must have the physical ability to perform the job duties
- Must maintain a valid Kentucky Driver's License and be able to operate a motor vehicle

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

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_