



**NOTICE OF VACANCY  
May 2, 2016**

**POSITION:**                    **Lead Records Clerk**

**DEPARTMENT:**            **Police**

**SALARY:**                    **M3 \$42,192**

**HOURS:**                     **Monday - Friday 7:30 AM – 3:30 PM)**

**Basic Purpose**

The Lead Records Clerk is a civilian office position responsible for the performance of routine clerical work including the skilled use of a computer. The Lead Records Clerk works under the supervision of the Commander of the Bureau of Administrative Services and Records Supervisor.

The Lead Records Clerk maintains those records that are related to field operations. These records include all incident reports, accident reports and administrative reports.

**Duties and Responsibilities**

1. Operate various office machines and equipment, including telephone, computer and related equipment, printer, adding machine and copy machine.
2. Must be proficient in Word and data processing to include electronic data entry, modification, and manipulation.
3. Maintain a file of all department reports written in a manner that allows for prompt and easy retrieval. Maintain all reports for the time prescribed by law or policy. Maintain such files as complete and current; adding to them all follow-up reports or court dispositions as these are received.
4. Maintain archive files within regulations.
5. Sort and process all department reports from the previous night(s) work shifts. Distribute these reports to the appropriate members or units within the department or to other appropriate town departments.
6. Perform both manual and on-line searches for reports, records, and other information.

7. Receive and respond to telephone calls and mail inquiries; Assist the public, lawyers, insurance companies, and others who may request a copy of a police report or records check, when legally entitled to such reports or not prohibited by law. Produce such copies of reports as needed and deliver such copies to interested persons in hand, by mail or by fax.
8. Collect and process monies collected from various fees charged
9. Enter into the computer systems Offender History File all information from police incident reports required for Uniform Crime Report Data.
10. Composes and files correspondence as required; reports, and other records.
11. Prepare and produce the monthly Uniform Crime Report. Coordinate statistical information with other members and units of the department to ensure a full and accurate Uniform Crime Report.
12. Issue bicycle registrations to individuals requesting these during normal business hours.
13. Receive initial training in CJIS, NCIC and CORI and in-service training on records retention, CORI and related topics.
14. Maintain incident reports, arrests, booking report, files and databases as required.
15. Prepare and correct NIBRS errors for submission to the State.
16. Train staff on general office work
17. Assist in submitting weekly collision reports and monthly citation audit to Registry of Motor vehicle.
18. Post false alarm fees in Munis and collect from Business and Residents.
19. Assist Licensing Bureau Commander with application, background check, and public.
20. Coordinate with the District Attorney's Office in regards to court summons for Officers, and maintain court schedule for officers.
21. Prepare and Process arrest files for Framingham District Court.
22. Process court summons to be served.
23. Process Clerk Magistrate Hearings for Police Prosecutor. Run background checks and any additional paperwork.
24. Assist Police Prosecutor with requests from District Attorney's Office.

25. Prepare files and reports for Court cases scheduled daily.

26. Perform other duties as assigned or required

### **Knowledge and Skills**

Knowledge of modern office practices, procedures and equipment, Considerable knowledge of business English, spelling and arithmetic. Ability to set up and type a variety of reports, records, and related materials. Ability and skill to operate a word processing system. Ability to make simple arithmetic computations and tabulations. Ability to understand and follow oral and written instructions. Ability to maintain accurate records and files. Ability to utilize telephone, computer and various office equipment. Must have demonstrable skills and knowledge of Microsoft office, including Word, Excel and Access. Ability to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with other departments, employees and the general public. Ability to function effectively within a confidential business office environment. Ability to handle funds collected from fees.

### **Qualifications**

Candidate must have at least an Associate's degree in related field and three to five years of related work experience or an equivalent combination of both. Ability to pass a fingerprint-based criminal record check prior to hire and at least once every two years thereafter.

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