HUMAN RESOURCES DEPARTMENT
City of Burlington

179 So. Winooski Ave, Burlington, VT 05401
Voice (802) 865-7145
Fax (802) 864-1777

MEMO

TO: Board of Finance

FROM: Stephanie Hanker, Human Resources Generalist
Susan Leonard, Human Resources Director

DATE: April 29, 2011

RE: Recommendation – Addition of One Records Clerk Position and the Elimination of One Office Assistant Position – Burlington Police Department

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This memo serves as a recommendation of the request by the Burlington Police Department for the addition of one Records Clerk Position, grade 13, and the elimination of one Office Assistant position, grade 12. The Police Department eliminated the Records Clerk position earlier this year to recatagorize another position. Upon review of the organizational structure by the department they have indicated that the addition of a Records Clerk position is the most effective way of delivering support and core service to assist the department in accomplishing its mission. If approved, this change would take place following City Council approval.

Thank you for your consideration.

City of Burlington
Job Description

Position Title: Records Clerk

Department: Police Department

Reports to: Administrative Service Bureau Lieutenant

Pay Grade: 13 Job Code: **213**

Exempt/Non-Exempt: Non-Exempt Union: AFCME

General Purpose: **This position is responsible for receiving and maintaining the records of all division of the Burlington Police Department. Provide accurate responses to all inquiries related to the Burlington Police Department and other records.**

Essential Job Functions: **(This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)**

- **Receive, record and maintain all confidential report documents for the operational Bureaus of the Police Department.**
- **Check for accuracy and completeness and record information from police reports, including but not limited do; subpoenas, family court work, evidence tags, supplement reports. Link documentation into the Records Management Databases.**
- **Accurately enter, verify, cancel, and audit criminal warrants in the Records Management, Vermont Criminal Information Center, and National Crime Information Center Databases and file hardcopies.**
- **Produce detailed case reports documenting highly confidential information as requested for all maintained information in the Records Management Databases.**
- **Receive, record, and scan all traffic tickets, municipal tickets, warnings, accident reports, Incident data, and Case data into the records management system.**
- **Audit all Case reports for compliance with Federal Incident Based Reporting System and bring any non-compliant cases up to standard. Submit monthly IBR data to the State and/or FBI in compliance with Federal law.**
- **Provide information to the general public and law enforcement agencies via phone or in person.**
- **Research all requests for information including but not limited to; copies of incidents, affidavits and accidents, criminal background checks and animal disturbances.**
- **Accurately research records management databases, State and Federal Criminal history databases and correspond with reports of records to State and Federal Law Enforcement Agencies, Prosecutors, insurance companies, other City departments,**

and members of the public. These inquiries may include but not limited to; Criminal Investigations; prosecutions; Pre-employment background investigations; and general inquiries.

- **Maintain records of missing persons, stolen vehicles, and stolen articles entered into the NCIC computer database for regular Federal audits of same.**
- **Receive, sort, and distribute mail.**
- **Conduct paper filing – research and re-filing – for Incidents and Cases that occurred prior to 2003.**
- **Prepare reports of call for service activity from computer databases for Police Administration, other City departments, and members of the public.**
- **Receive and maintain logs of disposed cases to be forwarded to the Identification unit for evidence disposal.**
- **Maintain and publicize available Criminal and Municipal Court dates for department use.**
- **Ensure that Court ordered Expungements are properly handled and records removed from general circulation and/or returned to Court to be sealed.**
- **Maintain records of Court ordered "sign-ins" for subjects on pre-trial conditions of release.**
- **Produce monthly Pending case and Incident audit, providing supervisor with information in accordance with department protocol.**
- Maintain and research records in support of the issuance of licenses for vendors, bars, taxis, solicitors, etc.
- **Produce monthly Pending case and Incident audit, providing supervisor with information in accordance with department protocol.**
- **Staff telephone and reception area, office functions in support of parking enforcement functions as directed.**
- **Receive and scan bicycle registration forms ensuring all data is correct.**
- **Enter stolen goods data into theft reports.**
- **Produce Juvenile offender letters to advise parents of child's activities in accordance with department directives.**
- **Maintain liaison with local, federal, State and Municipal courts, and police and other agencies within the Criminal Justice System.**
- **Fill in as the Police Department front desk receptionist as needed. Greeting, announcing, and directing all visitors to Police Department areas or personnel, accepting ticket payments, answering questions, etc.**

Non-Essential Job Functions:

- **Performs other duties as required.**

Qualifications/Basic Job Requirements:

- **High School Diploma or equivalent required. One year experience in clerical office work, with emphasis on public, customer and staff interaction required.**
- Ability to work in fast paced office environment with regular interruptions required.
- Ability to multi-task required.
  Ability to work large amounts of diverse data; input and maintain with no mistakes required.

- Ability to meet tight deadlines and provide accurate, up-to-date information as needed required.
- Ability to interact with coworkers, members of the public, law enforcement officials in a courteous and professional required.
- Ability to maintain and keep secure confidential information required.
- Ability to obtain and maintain NCIC terminal operators' certification.
- Knowledge of a variety of reference sources, including, but not limited to, VDC, NCIC, VCIC, Sex Offender Registry, Spillman, micro-fiche, power pack, VSC, DOC, etc.
- Knowledge of local, state and federal laws and regulations for maintenance and distribution of records required.
- Knowledge of related terminology, including but not limited to, police, prosecutors, Courts, Department of Motor Vehicles, Department of Corrections, etc.
- Ability to work weekends and nights as directed.
- Ability to operate in Windows programs and a variety of database programs is required.
- Applicant must pass written exam, oral board review, and background check.
- Must be able to interact in a courteous and professional manner with Police Department, Courts, City and State Attorney's staff, and the general public.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	**_x_ ability to move distances within and between warehouses/offices**	**__ lifting (specify) __ pounds**
_x_ color perception (red, green, amber)	**__ climbing**	**__ carrying (specify) __ pounds**
_x_ hearing/listening	**__ ability to mount and dismount forklift/truck**	**__ driving (local/over the road)**
_x_ clear speech	**_ pushing/pulling**	
_x_ touching		
_x_ dexterity		
_x_ hand		
_x_ finger		
_x_ reading - basic	**_x_ math skills - basic**	**__ analysis/comprehension**
__ reading – complex	**__ math skills - complex**	**__ judgment/decision making**
_x_ writing - basic	**_x_ clerical**	
__ writing - complex		
__ shift work	**__ outside**	**__ pressurized equipment**
__ works alone	**__ extreme heat**	**__ moving objects**
_x_ works with others	**__ extreme cold**	**__ high places**
_x_ verbal contact w/others	**__ noise**	**__ fumes/odors**
_x_ face-to-face contact	**__ mechanical equipment**	**__ hazardous materials**
_x_ inside	**__ electrical equipment**	**__ dirt/dust**

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

(Wpd revised May 2005)(revised Sept 2009)(revised Jan. 2010)

City of Burlington
Job Description

Position Title: Office Assistant II

Department: Burlington Police Department - CUSI

Reports to: Director of CUSI/Detective Sergeant

Pay Grade: **12** Job Code: **212**

Exempt/Non-Exempt: **Non-Exempt** Union: Non-union

General Purpose: **This position is responsible for providing clerical, administrative, reception support, as well as and data entry/maintenance to Burlington Police Department – Chittenden Unit for Special Investigations.**

Essential Job Functions:

- **Answers all inquiries or requests for information via phone, e-mail or direct contact.**
- **Prepare correspondence, minutes, various reports and information requests from and for the Policy Board and Unit Director.**
- **Maintain active database of cases, including victim, suspect, and incident data.**
- **Coordinate and schedule events, trainings, press conferences, and meetings.**
- **Perform general clerical tasks including but not limited to: filing, photocopying, mailing etc.**
- **Maintain vendor relationships and order supplies as necessary.**
- **Operate personal computer, photocopier, typewriter, calculator, telephone, and other office equipment**
- Photocopy documents. Sort, compile, staple and assemble packets of information, and distribute as directed.
- **Prepare material to assist in routine bookkeeping assignments. Sort, categorize and tally data as needed**
- **Maintain the department filing system and ensure security of case documents.**
- **Ensure proper audio and video recording of sensitive interviews with victims and witnesses.**
- **Assist in locating and applying for appropriate grants and alternate sources of funding, prepare required reports for grant expenditures.**
- **Transcribe statements and reports from tapes.**
- **Perform related work as required.**

Qualifications/Basic Job Requirements:

- **High School diploma or equivalent as well as one year experience in an office setting required.**
- **Background in law enforcement with knowledge of Vermont Incident Based Reporting system preferred.**

- **Must be able to accurately type at least forty-five words per minute.**
- **Familiarity in a Windows operating environment, Microsoft Office suite (including Word, Access, and Excel) required.**
- **Outstanding customer service and communications skills required.**
- **Ability to clearly and effectively communicate.**
- **Ability to adjust to flexible work assignments and hours.**
- **Ability to work nights, weekends, and holidays occasionally required.**
- **Ability to maintain positive work relationships in a busy office environment.**
- **Must posses and maintain valid Vermont Driver's license.**
- **Upon conditional offer of employment applicant must agree to submit to criminal background check.**
- **Must have strong organizational skills.**
- **Must be able to follow verbal and written instructions, and concurrently perform multiple tasks.**
- **Ability to exercise considerable discretion and to work in a highly confidential environment.**

Physical & Mental/Reasoning Requirements; Work Environment:

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x__ seeing
x__ color perception (red, green, amber)
_x_ hearing/listening
_x clear speech
_x touching
_x dexterity
_x hand
_x finger

_x_ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x lifting (specify) _25 pounds
_x carrying (specify) _25pounds
_x driving (local/over the road)

__ reading - basic	**__ math skills - basic**	**x_ analysis/comprehension**
x_ reading - complex	**x_ math skills - complex**	**x_ judgment/decision making**
x_ writing - basic	**_x_ clerical**	
x_ writing - complex		
__ shift work	**__ outside**	**__ pressurized equipment**
x_ works alone	**__ extreme heat**	**__ moving objects**
x_ works with others	**__ extreme cold**	**_ high places**
x_ verbal contact w/others	**__ noise**	**__ fumes/odors**
x_ face-to-face contact	**__ mechanical equipment**	**__ hazardous materials**
x_ inside	**__ electrical equipment**	**__ dirt/dust**

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The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.
The City is also committed to providing proper access to services, facilities, and employment opportunities.
For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

HUMAN RESOURCES DEPARTMENT

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Vermont Relay: Call 7-1-1 or 800-253-0191

RECORDS CLERK
BURLINGTON POLICE DEPARTMENT

POSTING DATE: June 06, 2012 **DEADLINE TO APPLY: June 22, 2012**
RATE OF PAY: $17.13/hr **POSTION STATUS: Regular FT**
EXEMPT/NON-EXEMPT: Non-Exempt **CLASSIFICATION: 13**
APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

GENERAL PURPOSE: This position is responsible for receiving and maintaining the records of all division of the Burlington Police Department. Provide accurate responses to all inquiries related to the Burlington Police Department and other records.

ESSENTIAL FUNCTIONS:

- Receive record and maintain all confidential report documents for the operational Bureaus of the Police Department.
- Check for accuracy and completeness and record information from police reports, including but not limited do; subpoenas, family court work, evidence tags, supplement reports. Link documentation into the Records Management Databases.
- Accurately enter, verify, cancel, and audit criminal warrants in the Records Management, Vermont Criminal Information Center, and National Crime Information Center Databases and file hardcopies.
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- Provide information to the general public and law enforcement agencies via phone or in person.
- Research all requests for information including but not limited to; copies of incidents, affidavits and accidents, criminal background checks and animal disturbances.
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- Ensure that Court ordered Expungements are properly handled and records removed from general circulation and/or returned to Court to be sealed.
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- Fill in as the Police Department front desk receptionist as needed. Greeting, announcing, and directing all visitors to Police Department areas or personnel, accepting ticket payments, answering questions, etc.

MINIMUM QUALIFICATIONS:

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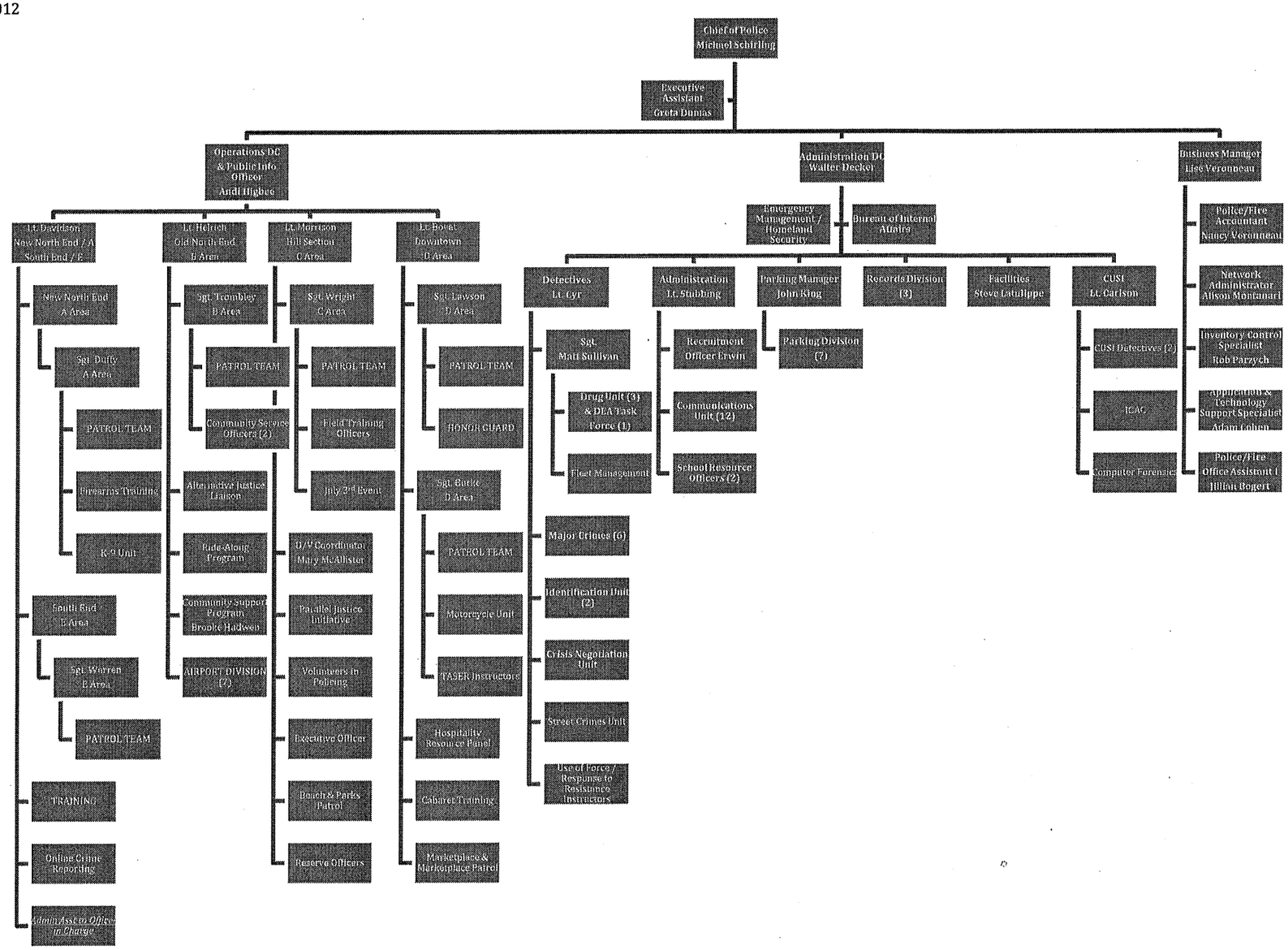
- Ability to work in fast paced office environment with regular interruptions required.
- Ability to multi-task required.
  Ability to work large amounts of diverse data; input and maintain with no mistakes required.
- Ability to meet tight deadlines and provide accurate, up-to-date information as needed required.
- Ability to interact with coworkers, members of the public, law enforcement officials in a courteous and professional required.
- Ability to maintain and keep secure confidential information required.
- Ability to obtain and maintain NCIC terminal operators' certification.
- Knowledge of a variety of reference sources, including, but not limited to, VDC, NCIC, VCIC, Sex Offender Registry, Spillman, micro-fiche, power pack, VSC, DOC, etc.
- Knowledge of local, state and federal laws and regulations for maintenance and distribution of records required.
- Knowledge of related terminology, including but not limited to, police, prosecutors, Courts, Department of Motor Vehicles, Department of Corrections, etc.
- Ability to work weekends and nights as directed.
- Ability to operate in Windows programs and a variety of database programs is required.
- Applicant must pass written exam, oral board review, and background check.
- Must be able to interact in a courteous and professional manner with Police Department, Courts, City and State Attorney's staff, and the general public.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability in employment or the provision of services. Submit CITY OF BURLINGTON APPLICATION, Personal History Information Packet (PHI), cover letter and resume by June 12, 2012: Human Resources Department, 179 South Winooski Ave., Burlington, VT 05401. To obtain an application and PHI or to learn about the City of Burlington, please visit our website: **www.burlingtonvt.gov/HR**.

Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at 865-7145 or 865-7142 (TTY).

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

Michael E. Schirling, Chief of Police, 1/17/2012

DRAFT ***BURLINGTON POLICE DEPARTMENT ORGANIZATIONAL CHART*** ***DRAFT***