



HUMAN RESOURCES DEPARTMENT
City of Burlington
179 South Winooski Avenue Street, Burlington, VT 05401

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RECORDS CLERK
BURLINGTON POLICE DEPARTMENT

POSTING DATE: August 12, 2014

RATE OF PAY: \$12.00 - \$16.00/hr

EXEMPT/NON-EXEMPT: Non-Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: August 26, 2014

POSTION STATUS: Temporary (6 – 9 Months)

STATUS: 30-40 hours per week

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.
- 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 in support of Winter and Spring Towing program 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.

MINIMUM QUALIFICATIONS:

- 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, microfiche, 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.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. 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.

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

