



**ST. LOUIS COUNTY POLICE DEPARTMENT**  
**"The Best Place for the Best People to Work"**

**POLICE RECORDS CLERK**

STARTING: \$26,532  
HOURLY (START): \$12.75  
ENDING: \$42,452

**DEFINITION**

An employee in this job class is responsible for performing clerical work of moderate difficulty in the maintenance of police reports. Work is performed under the direct supervision of a unit supervisor. Work involves the use of a typewriter, video display terminal or comparable office equipment in maintaining police files and retrieving and dispensing police information. Work is reviewed in process, and upon completion, by a superior for accuracy and conformance with instructions and established procedures.

**EXAMPLES OF DUTIES**

- Maintains police information files; sets up, sorts, files and retrieves documents as needed.
- Enters towed vehicles, missing persons, stolen property, wanted persons and other information on teletype.
- Runs records checks; provides information to police officers, federal and state agencies, armed forces and the general public.
- Reviews arrest records and police reports to determine if they are open or closed records according to the state statute guidelines.
- Answers telephones; assists public in filling out forms; gives general information on record checks, police reports and other related materials.
- Enters police information into computer system, video display terminal or comparable office equipment.
- Receives fees for services; balances register using calculator and counts currency.
- Microfilms, retrieves microfilmed information and views microfilm as required.
- Assists general public at counter.
- Opens, sorts and routes incoming mail.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Graduation from high school or G.E.D.
- Knowledge of Department policies, state law and federal law relating to the release and updating of criminal arrest records and police reports.
- Knowledge of various policies and procedures involving the operation and maintenance of a police record system.
- Knowledge of warrant procedures and statutes governing release of confidential information.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of modern office methods and procedures.
- Some skill in operating a video display terminal, microfilm equipment and similar office equipment.
- Skill in counting and balancing currency.
- Ability to follow oral and written instructions.
- Ability to dispense information quickly and efficiently.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to communicate tactfully and courteously with the public.
- Ability to type 35 words per minute with no more than five errors.

By mandate of the St. Louis County Charter, the St. Louis County Police Department is organized and administered on a non-political merit basis for selection and appointment of all personnel. This announcement provides the information necessary for a potential applicant to determine whether he/she meets the minimum qualifications for the position.



## ST. LOUIS COUNTY POLICE DEPARTMENT CIVILIAN SELECTION PROCESS

### MINIMUM QUALIFICATIONS

**CITIZENSHIP:** Citizen of the United States or valid work permit, and apply for citizenship when eligible.

**AGE LIMITS:** Eighteen (18) years of age at the time of appointment.

**EDUCATION:** Educational requirements and skills will be determined by the position classification.

**ARREST:** Must be free from conviction of a felony or a Class "A" misdemeanor.

**DRIVER'S LICENSE:** Must possess a valid state operator's license by date of employment and have five (5) or less points charged against his/her driving record at time of application, if applicable to the position.

**MILITARY:** Must have an "**Honorable**" discharge, or a discharge "**Under Honorable Conditions**" from military service, if applicable.

### COMPETITIVE SELECTION PROCESS

Under the regulations of the Police Department, all appointments to the St. Louis County Police Department are made on the basis of an open, competitive selection process conducted under the supervision of the Personnel Services Unit. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. The selection steps, in their order, take up to six months to complete:

**PERSONAL HISTORY QUESTIONNAIRE:** The Personal History Questionnaire must be completed in detail by the applicant and returned to the Personnel Services Unit before the applicant may be scheduled for an interview.

**ORAL INTERVIEW:** An evaluation to determine overall fitness for the position in appearance, self-expression, mental alertness and adaptability to the work assignment.

**CLERICAL EXAMINATION:** The technical levels of proficiency for typing and word processing skills for appointment to a clerical position are determined by the Chief of Police.

**BACKGROUND INVESTIGATION:** A thorough background investigation will be conducted on all applicants to determine past employment record, personal references, neighborhood reputation, police record check and credit rating.

**FINAL REVIEW:** The Director, Bureau of Staff Services and the appropriate commanding officer will review the application and supporting documentation and forward their recommendations to the Chief of Police for approval or disapproval of the applicant.

**CHIEF'S REVIEW:** The Chief of Police, upon his approval of the candidate, will offer the applicant a conditional offer of employment pending results of the physical examination.

**REAPPLICATION:** In the event an applicant is eliminated during any phase of the process, reapplication may not be made for six months unless circumstances indicate that an earlier review may be warranted.

**PHYSICAL HEALTH EXAMINATION:** This examination will be given by a Department designated physician and shall consist of various organic tests to determine the applicant's physical fitness for assignments within the Department and will include a urinalysis for the purpose of drug screening.

**APPOINTMENT BY THE CHIEF OF POLICE:** All appointments to civilian positions will be made by the Chief of Police.

**PROBATIONARY PERIOD:** There is a probationary period of 12 months for new employees. During this period, probationary employees must demonstrate their ability and willingness to perform staff support.

### AN EQUAL OPPORTUNITY EMPLOYER/MALE/FEMALE