

# City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Records Clerk** for the City of Las Vegas Police Department.

**Entry Level:** Per Pay Plan – \$9.60

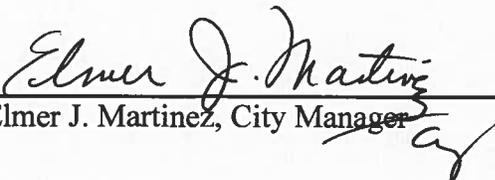
**Nature of Job:** This is the senior level within this section. Incumbents at this level independently produce statistical data and provide non-routine clerical assistance for law enforcement officers and agencies. Compiles information from reports/citations and enters data into computer system. Assembles information of a strictly confidential nature, for various purposes to include providing reports internally and externally for various departments or agencies. Creates hard copy of all reports by scanning process. Work requires a high degree of accuracy. Due to federal, state and departmental laws and/or regulations must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment. Work is under minimal supervision. Guidelines include agency policies and procedures, FBI standards and Uniform Crime Reporting (UCR). Independently performs highly specialized data entry requiring thorough understanding of terminology and law enforcement procedures. Assembles complex necessary documentation and verifies accuracy in every detail. Obtains and compiles informational data. Refers inquiries or visitors to appropriate departments or division head. Maintains confidential record information and disseminates as deemed necessary. Interprets policy and procedures to members of the public along with background checks, traffic accidents and offense/incident reports in person or in writing. Maintains and updates personal computers hardware and software. Attends training classes and/or seminars pertaining to related duties.(A detailed job description is available at the Human Resource Office.)

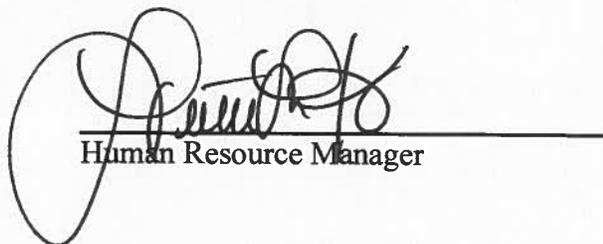
**Qualifications:** Must have a high school diploma or GED equivalent. Valid NM Driver's License, and must be insurable by the City's insurance carrier. NCIC and NJIS certification through Department of Public Safety preferred.

**Posted:** General Public: October 2, 2015 thru October 9, 2015

**General Public:** Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Elmer J. Martinez, City Manager

  
Human Resource Manager