JOB ANNOUNCEMENT
General Public
OPEN DATE: January 1, 2023
CLOSE DATE: Until Filled

JOB TITLE: Records Clerk **PAY RATE:** $12.00/hour

DEPARTMENT: Las Vegas Police Department **FLSA:** Non-Exempt

DIVISION: Information Services

REPORTS TO: Information Services Supervisor

SUMMARY: Incumbents produce statistical data and provide non-routine clerical assistance for law enforcement officer 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 internal and external reports for various departments or agencies. Work requires a high degree of accuracy.

DUTIES AND RESPONSIBILITIES:

- 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.
- Processes correspondence via fax, mail, telephone or walk-in-service.
- Assist with preparation of statistical reports, and other monthly/quarterly/annual reports, such as:
    - Violence Against Women Advocate (VAWA)-Quarterly Law Enforcement Officers Killed in Action (LEOKA)
    - Criminal Sexual Penetration (CSP)-Quarterly
    - Public Statistics (Locations/City Wide/Grant Writing)
    - Officer/Dispatch call taking
    - Provides informational training based on records department duties for new recruits
- Maintains professional communication with fellow employees and other departments including:
    - Sheriff's Department
    - State Police

- District Attorney's Office
- Adult and Probation Offices
- Municipal, Magistrate and District Courts
- Children, Youth, and Families Division
- San Miguel County Detention Center
- Las Vegas City Government
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- Scans all documents pertaining to Offense/Incident reports, traffic and misdemeanor citations, field interrogation cards and traffic accidents. Sorts and distributes required documents as defined to other agencies on a daily/weekly basis.
- Contacts and communicates with document originators to resolve data input problems.
- Daily handling of cash/checks received for reports, receipts rendered, and weekly deposits.
- Maintain State Tracking Number documentation between San Miguel County Detention Center and other agencies requesting offense relationships to include Fingerprint and Final Disposition cards, to close out cases.
- Maintain contact with Department of Public Safety and Federal Bureau of Investigations to ensure regulations are followed pertaining to above-mentioned agencies.
- Prepare and submit periodic reports to the Chief upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
- Assumes the duties of absent personnel in this division.
- Attend State Tracking Number meetings and acts as liaison to other agencies.
- Maintain database for Violence Against Women statistics and Criminal Sexual Penetration statistics.
- Produce professional quality reports, correspondence, memorandums and other related documentation.
- Responsible for the preparation of quote/ bids and other related documentation, as required.
- Proficiently operate and maintain all equipment necessary in the performance of duty.
- Perform all related duties as required.

MINIMUM JOB REQUIREMENTS:

- High School Diploma or GED.
- One (1) year' clerical experience.
- PREFERRED JOB REQUIREMENTS:
- NCIC and NJIS certification through Department of Public Safety.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- 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.
- Position is subject to call-back status.
- Occasional extended shifts may be necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in both oral and written form.
- Ability to follow all City of Las Vegas and Departmental Rules, Regulations, Policies, Procedures, etc.
- Ability to operate office equipment and various types of computers, operating systems and programs.
- Knowledge of data entry in an office setting.
- Knowledge of office procedures.
- Ability to provide exemplary customer service.
- English writing skills.

- Knowledge of basic math.
- Ability to make decisions based on established rules and regulations.
- Ability to establish and maintain professional communication with fellow employees and other departments and agencies.
- Ability to deal with the public in a pleasant and courteous manner.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is primarily performed in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited exposure to physical risk.
- Must occasionally lift and/or move up to twenty-five (25) pounds.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:
https://www.lasvegasnm.gov/general-7-1

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:

Leo Maestas By

Leo Maestas, City Manager

Darlene Arguello

Darlene Arguello, Human Resource Director