



## City of Milford Police Records Clerk Pay Grade: 5

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**Employment Status:** Full- Time

**FLSA Status:** Non- Exempt

**Experience Required:** Some experience in record retention is required. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Notary Public is also required.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Police Captain

**Supervisory Responsibility:** None

**Primary Work Location:** Office setting

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**Job Summary:** The Police Records Clerk performs clerical and administrative duties to process and maintain all police records, providing support to department staff and offering customer service to the public. This role includes purchasing office supplies and forms for the Police Department. Additionally, the Police Records Clerk assists with the duties of the Administrative Assistant in their absence.

The Police Records Clerk shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service.

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**Supervision Received:** Work is performed under the general supervision of the Police Captain.

**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential duties:

- **Records & Data Entry:** Inputs all crime reports, accident reports, traffic tickets, parking tickets, reprimands, and CPCs into the CAD system.
- **Paper Records Management:** Maintains, manages, and files paper copies of all reports and tickets, ensuring that three years of records are archived in the retention area.
- **Purging:** Purges files as needed in accordance with records retention policies.
- **Citation and Document Processing:** Forwards all tickets, DUIs, and driver's licenses to the appropriate agencies.
- **Document Distribution:** Provides required documents to the Attorney General's Office and other agencies.
- **Report Research:** Researches and supplies copies of reports from the monthly Grand Jury case roster for the Criminal Investigations Unit.
- **Court Record Maintenance:** Maintains radar logs for court, logs all court subpoenas, researches complaints, and provides necessary documents to officers for court proceedings.
- **Statistical Reporting:** Generates monthly statistics (crime, traffic, special duty, parking, CPCs, etc.) from the database for Council reports.
- **Online Records Verification:** Runs online records checks and reviews arrest records in DELJIS as needed.
- **Videophone Reporting:** Prepares monthly reports for the Videophone system.
- **Expungement Implementation:** Implements expungements as directed by the Delaware State Police.
- **Customer Service & Public Assistance:** Assists visitors with completing police forms and answers public information requests in the lobby and by phone; provides accident reports to the public and insurance companies upon request.



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- **Administrative Support:** Assists Administration Staff, fills in for the Administrative Secretary when needed, and orders all office supplies and forms for the department.
  - **Other Duties:** Performs related work as assigned.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**  
An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Standards of office methods.
- Departmental record retention schedule.
- Departmental records storage system.
- State and federal laws pertaining to privacy and dissemination of official police records.

**Skills**

- Proficient at using the computer and efficient typing skills.
- Able to file information.
- Able to keep all tasks, paperwork and workload organized.
- Able to call and receive calls.
- Able to communicate over the phone.

**Abilities**

- Communicates with the public.
- Works alone without supervision.

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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

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Employee:

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Human Resources Director:

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