

**CITY OF ALAMOGORDO
POSITION DESCRIPTION**

APD IPRA RECORDS CLERK
(Regular Full-Time)

FLSA STATUS Non-Exempt

POSITION SUMMARY

Under general supervision, performs daily work assignments for the Records Division of the Alamogordo Police Department, in accordance with the Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and any applicable State or Federal authority.

ORGANIZATIONAL RELATIONSHIPS

- **Reports to:** Administrative Manager.
- **Directs:** This is a non-supervisory position.
- **Other:** Has contact with other City employees, various County, State, and Federal employees, and outside vendors, and has regular contact with the general public.

PRIMARY DUTIES AND RESPONSIBILITIES

Essential Duties

- Under general supervision, performs daily work assignments for the Alamogordo Police Department;
- Greets public in person and on telephone, answers questions, and directs to appropriate party when necessary;
- Processes New Mexico Inspection of Public Records Act requests;
- Provides efficient record keeping, secretarial, and clerical assistance to the Alamogordo Police Department, including typing various documents, letters, reports, and maintaining appropriate files and records in accordance with the City Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and the New Mexico Inspection of Public Records Act (IPRA);
- Process requests for public records following the New Mexico Inspection of Public Records Act, to include gathering appropriate information, and releasing records to the requestor within the required deadline(s);
- Research and retrieve filed and archived Department and City Records as necessary and according the New Mexico Municipal Records Retention Schedule;
- Archive, process and organize Department archive boxes according to the New Mexico Municipal Records Retention Schedule;
- Enters various data into computer, including accident records, arrest records, juvenile referrals, case reports, bicycle registrations, etc., and checks information for accuracy;

- Assists the general public, police personnel, and other local, state, and federal law enforcement agencies with general information, records checks, and copying reports;
- Assists police personnel and other law enforcement agencies in locating reports, statistics, and required information;
- Types, logs, and files various documents, including complaints, arrests, fingerprint cards, tow sheets, DWI reports, statements, warrants, affidavits, reports, letters, memoranda, and other documents;
- Maintains, files, and enters into the computer all information related to mug shots;
- Prepares monthly UCR reports and quarterly reports and sends copies to appropriate agencies;
- Collects fees for reports and documents; balances receipts and cash; and prepares deposit;
- Prepares and types reports, correspondence, statistical data and memos, and mails to appropriate parties;
- Maintains, files, and enters into computer various reports and performs record retention and destruction in accordance with state guidelines;
- Researches, compiles, and prepares various required and special reports;
- Answer questions from the public about City Ordinances, and policies and procedures;
- Notarize documents as needed;
- Assist with day-to-day tasks involving the efficient operation of the Alamogordo Police Department;
- Contribute to a high-quality work culture through participation in training and mentoring to develop skills, including safety related training and skills;
- Interact professionally and provides excellent customer service to all levels of City staff and citizens, to ensure high operational and service standards; and
- Perform duties in accordance with the Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and any applicable State or Federal authority.

OTHER IMPORTANT DUTIES

- May be required to attend meetings and trainings outside of normal business hours;
- May assist with the duties of other administrative positions as assigned;
- Maintain the confidentiality of information obtained during performance of duties;
- Performs such other related duties as may be assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Records management, preferably using electronic imaging;
- Methods of transferring records to computer;
- Proper filing, storage, and archiving of records;

- Proper cash handling standards;
- Standard office procedures;
- Standard for accurate filing and maintenance of confidential documents; and
- Demonstrate proficiency in both oral and written communication and proper business English, grammar, spelling, and punctuation.

Skill/Ability to:

- Operate computer using standard work processing software and imaging software, including Microsoft word, data inquiry software, and agency specific computer hardware and software;
- Organize a large number of records effectively;
- Operate standard office equipment, including a copier, facsimile, document scanner, postage meter, etc.;
- Work independently;
- Prepare reports neatly and accurately and within set deadlines;
- Perform basic mathematical calculations; and
- Establish and maintain effective working relationships with co-workers and the general public.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is generally performed in a typical office environment.
- Some driving may be necessary.
- Will require moderate physical exertion, including standing, bending, reaching, and climbing ladder and/or stairs.
- Must be able to safely lift and carry up to 50 pounds.

RECRUITMENT QUALIFICATIONS

Required:

- High school diploma, or equivalent;
- Four (4) years of experience in an administrative position in an office environment;
- At least one (1) year experience of New Mexico Inspection of Public Records Act;
- Ability to demonstrate typing speed of forty (40) words per minute;
- Valid New Mexico Driver's License, or the ability to obtain within sixty (60) days of employment, with a driving record acceptable to the City of Alamogordo (valid out-of-state license may be considered);
- No felony convictions or other convictions involving moral turpitude;
- Ability to become bonded and certify as a Notary Public in New Mexico within ninety (90) days of employment; or
- Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Desired:

- City and State regulations related to the storage and retention of City records.
- Experience with records management.
- Electronic imaging experience.

HISTORY SUMMARY

New position approved by Commission. S05. AFSCME Represented. Non-Exempt. Line #: 011-4104-420.20-02.

APPROVAL

City Manager

Deputy Human Resources Director

Date

Date

DRAFT

JOB DESCRIPTION HAZARD ANALYSIS

CITY OF ALAMOGORDO JOB DESCRIPTION HAZARD ANALYSIS									
Division:	Administration /City Clerks	Job Title:	Records Clerk	Date:	6.2019	Page:	1	Of:	1

Sequence of Jobs	Potential Hazards	Safety Training	Safety Training Cont.
Computer work	Ergonomic hazards	Proper Lifting Techniques	Sexual Harassment
Contact with co-workers and the general public	Citizen and co-worker conflicts	Cell Phone Safety	Drug and Alcohol Awareness
Operating office equipment	Lifting hazards	Conflict Resolution	Fire Extinguisher Safety
Desk work	Repetitive motion	Ergonomic Awareness	Hazard Communication
Moving supplies	Driving hazards	Hazardous Communication for Office Personnel	Defensive Driving
Driving		Office Safety	Workplace Violence
Telephone usage		PPE	Workers Compensation
Moving archived files		Public Liability	Electrical Safety
Confidentiality		Slips, Trips, Falls	Anti-Bullying
Attend trainings and meetings		Active Shooter	Harassment
		Ladder Safety	Code of Ethics Policy

PPE	PPE Cont.	Safety Policy	Safety Policy Cont.
Seat belt		Employee Manual	
Gloves		Telecommunications Policy	
		Drug Testing Policy	
		Safety & Health Manual	
		Department Rules and Regulations	
HR Reviewer Name:		Department Reviewer Name:	