

City of Rapid City Job Description

Job Title	Police Accounting Clerk I, II		
Job Code:	PAC1, PAC2	Job Family:	
Pay Grade:	PN09, PN11	Date Revised:	9/23/2020
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for bookkeeping, and administrative and computer input support.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Police Accounting Clerk I:

- Plans, assigns, supervises, schedules, instructs and inspects maintenance and repair of tools, equipment and vehicles.
- Inputs data from receipts, purchase orders, and other documents.
- Assists customers.
- Prepares bill lists and disburses petty cash funds.

Police Accounting Clerk II:

- Prepares department or division payroll.
- Prepares/files purchase orders, vouchers, etc.
- Prepares billing for false alarms.
- Bills Airport and Civic Center for security.
- Performs other clerical and administrative duties as required.
- Disburses petty cash for travel fund.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and two years related experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Ability to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.