City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Clerk</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PDCK</td>
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<tr>
<td>Pay Grade:</td>
<td>PN10</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>10/2/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing accessibility to law enforcement and judicial personnel, government agencies, law firm, insurance agencies, victims and suspects.

**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.*

- Enters information and data regarding Department operations
- Provides records accessibility; prepares, maintains and processes data for government agencies, court system and other agencies as deemed appropriate.
- Prepares reports, logs, records, correspondence and other material using specialized computer software
- Responds by phone, mail and in-person to inquires and other requests regarding Department operations.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and one-year related experience and/or training in the clerical field.

**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; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.