

**JOB DESCRIPTION
CITY OF WHITE SALMON**

POSITION: Police Clerk/Finance Clerk
DEPARTMENT: Police Department (0.50 FTE) and Finance Department (0.50 FTE)
REPORTS TO: Police Officer Manager and Clerk Treasurer
EFFECTIVE DATE: January 1, 2022
FLSA STATUS: Union (Not subject to Civil Service)
SALARY RANGE: Range 32, Step 1-10 Depending on Qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

MAJOR FUNCTION AND PURPOSE

The Police Clerk works under the supervision of the Police Office Manager and performs a variety of duties and related work as required. The Finance Clerk works under the supervision of the Clerk Treasurer and performs accounts payable, accounts receivable and other clerical functions as required. The position is split between the Police Department and Finance Department. The position will be staffed in the police department office except for emergency situations when the Finance Clerk is needed to staff the front office desk at City Hall when the other two positions are not able to do so.

GENERAL FUNCTION

Supervision of this position is ongoing, consisting of meetings with the Police Office Manager and City Clerk/Treasurer to discuss priorities, tasks, and review of work. Police Clerk duties, for the most part, take priority.

SUPERVISION RESPONSIBILITIES

There are no supervision responsibilities associated with this position.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Police Office Manager and City Clerk/Treasurer (in coordination with the Police Office Manager). This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Police Clerk

- Perform support functions with the police department. This includes operating the front desk, handling incoming calls, taking citizen complaint information and generating case reports for officers. Processing mail and other tasks as needed.

- Process citizen fingerprinting requests.
- Process and distribute police reports to City and County Prosecutor Office's and other agencies as requested.
- Perform data entry of incident case reports, criminal/non-criminal citations and dispositions into Spillman.
- Compile daily statistics and submit information to property entity. Including, but not limited to:
 - Compile, enter and report statistics to NIBRS (National Incident Based Reporting System) each month.
 - Compile monthly police statistics for the cities of Bingen and White Salmon.
- Assist in processing and fulfilling public record requests.
- ACCESS Level 1 and II certified and Assistant TAC.
- Assist in receiving, processing, storing and releasing or disposing of all evidence and property for the department.
- Assist with department record management.
- Assist with the purchase supplies as needed and retain documentation. Process vouchers for department purchases for payment.
- Assist in maintenance of Police Department Web Page.
- Must possess the ability to work unsupervised and maintain discretion and confidentiality at all times.
- Follow safety procedures established for work area.
- Perform activities, functions and other related tasks and duties as assigned or required.

Finance Clerk

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing checks for payment of bills (Accounts Payable).
- Receives, accounts for and safeguards cash as may be required.
- Files and retrieves records.
- Takes payments, in person and over the phone, for a variety of items, including utility bills, building permits, etc.
- Deals with the public, at the counter and by phone.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Performs other clerical and secretarial duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently.

- Operation of computer equipment.
- Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.
- Ability to use Microsoft Word and Excel.

- Ability to perform cashier duties accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.
- Ability to read, write and speak the English language.
- Establish and maintain effective working relationships with others.
- Ability to obtain ACCESS I & II Certification and Assistant TAC Certification
- Public Records Management Training*
- Spillman Software Training*
- Property & Evidence Training*
- Interpret and follow established guidelines including:
 - City ordinances, resolutions, policies and procedures
 - Department policies and procedures
 - Desk procedures

*The training is required to fulfill Police Clerk duties. Training is ongoing and will begin within the first year of employment.

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 moderately noisy.

CONTACTS AND RELATIONSHIPS

The Finance Clerk will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.

PHYSICAL REQUIREMENTS

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.

The Finance Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

RECRUITING REQUIREMENTS

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations

- Ability to pass background and polygraph testing

EXPERIENCE AND TRAINING

- AA degree in business, accounting and/or criminal justice is preferred.
- Must have the ability to type 45 words per minute accurately
- Must be bondable,

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this class description

Signature

Date