

Police Clerk

The police clerk position is a represented position within the Twisp Police Department and an integral member of the Town of Twisp staff team. The police clerk duties are performed in an office setting, typically performed while seated for extended periods of time, with some tasks requiring some light lifting. Working conditions may include exposure to angry, defensive, or volatile individuals and some disturbing or unfavorable environmental conditions as may be experienced through the handling or analysis of evidence. The position requires high levels of discretion as confidential matters are to be handled with extreme professionalism. This position reports to the Police Chief and Mayor.

Qualifications

- Minimum equivalent combination of a 12th grade education and 2 years experience in public, business, or office administration.
- Maintain a Washington State Driver's License in good standing a must.
- Fluency and exceptional skill in the English language; both in verbal and written form.

Skills

- Possess excellent and effective communication skills; ability to converse with people of all ages, backgrounds, and behaviors.
- Ability to handle and maintain high level of confidentiality regarding sensitive information.
- Ability to multitask, even in stressful or pressure situations.
- Have proficient computer skills and familiarity in using programs, including spreadsheets, word processing and email.
- Follow instructions and complete tasks / duties in a timely manner; adhering to chain of command within the Police Department and Town management.
- Operate standard office equipment.
- Work efficiently and independently.
- Maintain professional working relationships with staff, town officials, staff, and outside agencies.
- Follow principles of good professional customer service.

- Possess and demonstrate a high level of integrity and ethics through conduct.

General Duties

- Maintains office services following Department operations and procedures.
- Assists Chief of Police as a point of contact with other individuals, agencies, organizations, and groups.
- Implements records office policies by maintaining standards and procedures, adjusting, as required.
- Assists officers with training needs, training records, and schedules. Create user identifications and passwords and determines security level for all police and vendor personnel for access to various law enforcement areas and databases; maintains security logs and conducts audits or journal searches for misuse inquiries as necessary.
- Maintains professional and technical knowledge, including ACCESS TAC and Level II certifications by attending educational workshops, reviewing professional publications, networking with peers, and participating in professional societies.
- Maintains records management system, including utilization of specialized reporting systems.
- Provide grant management and reporting, as needed.
- Assist supervisors with annual budgeting requests, and monitoring balances throughout the year.
- Assist administrative office in providing in-person and phone customer service, as necessary.

Daily Functions

- Assure the maintenance of criminal and other records; direct officer reports to appropriate destinations; manage confidential material, background testing and investigations.
- Assure public inquiries and/or complaints received are responded to or forwarded, as necessary and appropriate.

- Management of supplies, equipment, and maintenance of inventory records.
- Management of correspondence and maintenance of a general filing system; review and follow-up supply requisitions as ordered.
- Fingerprinting services for public applications such (as school employment, firefighting personnel, insurance/securities agents, etc.).

Records Management

- Manage the maintenance, retrieval, protection, retention, and destruction of all police records in adherence to established Federal and State law, and Department policies and procedures, including more technical and complex tasks relative to this area of responsibility.
- Correspond in person, by phone or writing when a request for records is received and forwarded after approval in a timely manner.
- Create user identifications and passwords and determine security level for all police and vendor personnel for access to various law enforcement areas and databases; maintain security logs and conducts audits or journal searches for misuse inquiries, as necessary.
- Comprehend and apply the principles and practices of the National Incident Base Records System of crime reporting.

Evidence Technician

- Assist officers is processing, handling, recording property following warranted searches, handle property inquiries, complaints and requests of citizens, officers, and prosecutors.
- Prepare and advertise found property to hold for safekeeping, and disseminate, per policy or RCW.
- Receive and place property into designated property bins after assigning identification numbers; prepare a cross-reference file and tracking form for each item; enter property information into established database.
- Determine proper packaging for transporting of evidence to appropriate crime labs, weigh packages for shipping, addressing and affixing postage to forward for delivery.

- Pull property for dissemination via case dispositions, Department policy, and / or RCW with supervision of Chief or officer.
- Maintain accurate records of property destroyed, returned to owner, absorbed into the Department, or sold - identifying details of price and method.
- Testify in reference to processing and chain of possession in court and at civil hearings, as required.

Court Clerk

Court Clerk duties are included in the 32-hour work week of the Police Clerk position, however, are treated completely separate from the Police Department duties, and are answerable to the Judge contracted by the Town.

Court Clerk duties involve processing traffic and non-traffic infractions from Twisp PD officers into the Judicial Information System, which is separate from the Police data system, and maintaining an organized filing system of infractions and other documents relative to the Court. The Court Clerk will also assist clients to understand the infraction process, however providing any legal advice is absolutely prohibited. Duties include:

- Record Infractions into the Judicial Information System (JIS) and maintain any updates to each infraction as they happen.
- Maintain a dated file of infractions.
- Process pleas and payments into the JIS when forwarded to the court in person or by mail.
- Maintain timely payment agreements.
- Process delinquent payments through a third-party collection agency.
- Forward any requests to defense attorneys for Discovery.
- Process the Court Calendar and Notices of Hearing to mitigating and contesting clients.
- Prepare and forward client documents to the Judge before the monthly court hearing.

- Sit in as Clerk during the hearing, taking notes or operating the recorder as needed. Update the JIS with any findings, orders and payments after the hearing.
- Forward any Findings and Orders documents to defendants who were present remotely.
- Process end of month accounting transmittals to forward to the Clerk/Treasurer for proper distribution of funds.
- Follow the Records Management retention and dissemination rules from the Secretary of State and record disseminations accordingly.