



<b>Job Title:</b>	<b>Administration Assistant/ Records Clerk</b>	<b>Department/Loc:</b>	<b>Public Safety</b>
<b>FLSA Classification:</b>	<b>Non-exempt</b>	<b>Date Drafted:</b>	<b>August 9, 2022</b>
<b>Reports To:</b>	<b>Public Safety Lieutenant</b>		

**Position Summary**

Under the general supervision of a PS Lieutenant, the purpose of the class is to provide administrative and clerical assistance to the assigned department. The class is responsible for diverse office functions including customer service, records management, special projects, and other tasks. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Serves as department representative. Greets, assists, and directs department visitors. Receives deliveries. Gathers and relays information to dispatch for lobby reports. Greets and assists callers to records and provides instruction and redirection as needed.
- Provides records checks for military, federal government, state government, law enforcement agencies, and private entities.
- Completes records requests for FBI NICS, DSS, PPPs, prisons, prosecutors, and law enforcement agencies.
- Completes Cleary Act reports for universities.
- Prepares and processes routine documents including forms, correspondence, and memos.
- Maintains department’s paper and electronic filing systems. Corrects errors in the records management system including merging IDs, correcting IDs, and correcting numbers assigned to records.
- Receives, processes, and distributes all incoming mail. Processes outgoing mail (non-certified).
- Creates queries in records management system to extract needed information for records, command staff, and officers.
- Assists officers with use of copy machine, fax machine, records management system, and other software. Maintains supplies for the copy machine.
- Receives and processes FOIA requests and other report requests, including researching, gathering records from many sources, preparing records for release including redaction, preparing and sharing invoices, processing receipts and sharing records. Creates and maintains FOIA spreadsheet.
- Processes incoming city discovery requests. Shares outgoing discovery with the solicitors’ offices and, for city charges, with defense counsel and self-represented defendants. Sole department contact for Eleventh Circuit Solicitors’ Office for case file requests and issues. Creates and maintains spreadsheet of GS and DV court case files.
- Processes subpoenas for records. Notifies officers of appearance subpoenas.
- Department POC for SCIBRS. Validates reports and makes monthly SCIBRS submission. Corrects SCIBRS errors, attends SCIBRS team meetings, and submits worksheets to SLED’s SCIBRS group. Responds to requests from SCIBRS group.
- Department POC for SCIEEx, and SLED VPN. Gathers and submits requests for SLED VPN access.
- Administrator for DMV Online access. Gathers and submits requests for DMV Online access. Manages DMV Online including deleting officer access, validating officer access, and helping officers with password resets and issues.



- ReportBeam administrator. Adds officers to ReportBeam. Changes names, email addresses, and ranks as needed. Assists officers with ReportBeam access. Reassigns reports for corrections as needed.
- Notarizes documents for staff, applicants, and citizens.
- Provides monthly reports to apartment complexes and one hotel.
- Assists with other assignments as directed and needed.

### **Position Responsibilities - Non-Essential/Other**

- Attends seminars and studies written materials to maintain knowledge in the field.
- Performs administrative work and department support as needed.

### **Essential Skills and Experience**

- Proficiency in Word, Excel, Outlook, and Adobe Acrobat. Ability and willingness to learn new software skills.
- Ability to organize physical and electronic information to allow tracking of ongoing projects and items needing action, review, or follow-up.
- Strong work ethic and attention to detail.
- Time management and the ability to prioritize assignments. Ability to focus with frequent interruptions.
- Excellent active listening skills and the ability to communicate clearly orally and in writing.
- Adaptability and flexibility. Willingness to grow, try new things, and learn.
- Excellent research skills including reading and applying legal sources and using curiosity, creativity, and multiple sources to locate and identify proper records.
- Ability to analyze records requests and data.
- Friendly and helpful demeanor toward all. Ability to redirect and diffuse minor issues.
- Willingness and ability to tackle difficult tasks and work independently, making decisions with little supervision.
- Ability to perform job functions while following department procedures and focusing on department mission.
- Positive, team-player attitude.
- Uses sound judgment and solutions-oriented approach to issues.



**Mental & Physical Demands - ADA Guidelines**

**Physical Demands**

- |                 |            |                        |              |
|-----------------|------------|------------------------|--------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently   |
| • Walk          | Frequently | • Climb                | Occasionally |
| • Stand         | Frequently | • Crawl                | Occasionally |
| • Handling      | Frequently | • Squat or Kneel       | Frequently   |
| • Reach Outward | Frequently | • Bend                 | Frequently   |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <i>O</i>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <i>F</i>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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