



**OPPORTUNITY  
WITHIN THE  
CITY OF LA MARQUE**

**POSITION AVAILABLE: RECORDS SPECIALIST/POLICE DEPARTMENT**

<b>GENERAL DESCRIPTION:</b>	The Records Clerk is accountable for various functional responsibilities in support of the City Police Department, this includes, acting as the liaison between the Records Department and the Office of the District Attorney. Incumbent is responsible for preparing and maintaining records and reports, routine correspondence, and compiling information and statistical data. Additionally, the Records Clerk is responsible for screening and responding to various inquiries by telephone, in-person, and by mail; providing copies of incident reports, accident reports, and arrest records, to include all information and documents deemed appropriate for disclosure under the Texas Open Records Act.
<b>MINIMUM TRAINING/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Graduation from high school;</li><li>• 3 to 5 years of experience in a clerical and/or administrative secretarial capacity preferred.</li><li>• Any equivalent combination of training and experience which provides the required knowledge, skills and abilities;</li><li>• Certification as a Notary Public by the Texas Secretary of State office or ability to obtain Certification as a Notary Public from the Texas Secretary of State office within 6 months of employment;</li></ul>
<b>SALARY:</b>	\$15.55 - \$16.00 (Depending on Qualifications)
<b>DEADLINE:</b>	Open Until Filled

An application must be completed and may be obtained on the City's website at [www.cityoflamarque.org](http://www.cityoflamarque.org) Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below. The City of La Marque is an Equal Opportunity Employer (EOE).

City of La Marque  
1111 Bayou Road  
La Marque, Texas 77568

See job description attached.

**Title:** Records Specialist                      **Grade Level:**                      **FLSA Status:** Non-Exempt

**Department:** Police Department  
Services

**Reports To:** Administrative  
Division Commander

### **Job Summary**

The Records Clerk is accountable for various functional responsibilities in support of the City Police Department, this includes, acting as the liaison between the Records Department and the Office of the District Attorney. Incumbent is responsible for preparing and maintaining records and reports, routine correspondence, and compiling information and statistical data. Additionally, the Records Clerk is responsible for screening and responding to various inquiries by telephone, in-person, and by mail; providing copies of incident reports, accident reports, and arrest records, to include all information and documents deemed appropriate for disclosure under the Texas Open Records Act.

### **Essential Job Functions (Must be performed with or without accommodations):**

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
  - Attendance Policy
  - All Safety Policies and Procedures
  - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments);
- Demonstrates a high degree of customer service (internally and externally);
- Prepares and distributes a variety of routine reports and documents including court packets, offense reports, accident reports, arrest reports, etc.; prepares and mails correspondence as necessary for both the Operation and Support Bureaus;
- Utilizes computerized records management systems and jail management systems; processes and archives daily arrest reports.
- Codes, enters, stores and/or retrieves information such as requested or otherwise necessary; and compiles and summarizes data in preparation of standardized reports;
- Responds to telephonic inquiries, may receive inquiries via mail and/or walk-in customers;
- Provides information based on considerable knowledge of Police Department programs and activities, or referring callers to appropriate personnel; routes messages for department personnel and attends to the public's requests for copies of public reports;
- Compiles statistical and other data for reports;
- Prepares and distributes various daily, monthly and annual reports; i.e., TCIC/NCIC entries, Uniform Crime Reports;
- Organizes and distributes court case packets to appropriate personnel;
- Maintains library of departmental forms;
- Serves as liaison between Records and District Attorney's Office; and,
- Performs in-house records checks and research for Police Department personnel; and,
- Performs other duties as assigned.

### **Education, Training and Experience**

- Graduation from high school;
- 3 to 5 years of experience in a clerical and/or administrative secretarial capacity preferred.
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities;
- Certification as a Notary Public by the Texas Secretary of State office or ability to obtain Certification as a Notary Public from the Texas Secretary of State office within 6 months of employment;

**EMERGENCY OPERATION CLASSIFICATION: TIER 2** - Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.