



EMPLOYEE NAME: _____

Revised: 5/96, 2/97, 1/01, 2/02, 2/02, 2/04, 1/08, 2/11, 10/12, 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk III, CCSD Police Department	JOB CODE: 474F
DIVISION: Operational Support	SALARY SCHEDULE: Clerical/Technician Annual
DEPARTMENT: CCSD Police Department	WORK DAYS: 238
REPORTS TO: Chief of Police	PAY GRADE: Rank III (NC03)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides clerical support for the CCSD Police Department.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, typing, word processing, figure aptitude, computer knowledge helpful (Word, Excel)

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with answering telephones, providing information to callers and routing calls to appropriate individuals.
3.	Assists with documentation of bus accidents.
4.	Prepares, distributes and maintains documentation of school mail-outs for Monthly Emergency Drills and Fire Inspection Reports; routinely checks State Fire Commissioner’s website for School District’s compliance.
5.	Operates two-way radio communications; maintains Departmental Radio log.
6.	Obtains criminal histories, motor vehicle records and driver’s histories as directed by the Chief of Police.
7.	Receives and coordinates the documentation, receipt, transportation, storage and disposition of all property and evidence received by the Department; maintains accurate records as required by Departmental procedures.
8.	Maintains State Certification through the GBI to operate GCIC computer.
9.	Maintains Terminal Agency Coordinator status through GCIC for the Department.
10.	Operates GCIC computer with 100% accuracy and makes proper and lawful disposition of received data including telephone contact with other law enforcement agencies; trains and test Departmental GCIC practitioners.
11.	Maintains GCIC bulletins and other documents with proficiency for compliance with GCIC and FBI auditing.
12.	Accesses DOFS (GBI’s Department of Forensic Science Division) web-site for retrieval of drug analysis reports; forwards all drug analysis to the courts and officers.
13.	Provides student information to law enforcement agencies as required.
14.	Assists with emergency operations as required by the Chief of Police.
15.	Assists the District Attorney’s Office in distribution of reports.
16.	Assists Human Resources in obtaining applicant or employee background information relating to employment and re-certification.
17.	Performs other duties as assigned by appropriate supervisors.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____