

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Records Associate

Classification: TH-3

Department: Police

Date: August 10, 2021

Position Objectives:

Under general supervision, performs a combination of secretarial and clerical duties for the Police Department.

Reporting Relationships:

Reports to: Administrative Police Lieutenant

Supervises: None

Job Location and Equipment Used:

Work is performed in office environment. Position involves long periods of sitting and some standing at counter. Equipment used includes: a computer, fax, typewriter, copier, calculator, phone and other office equipment.

Essential Functions:

1. Accepts and processes various police reports submitted by computer.
2. Accept and process arrest reports and submit paperwork and documents for court proceedings.
3. Makes entries and retrieves information to/from police records manually or via automated data system.
4. Provides information to public over phone or in person concerning arrests, accidents or other police incidents with heavy emphasis on FOIA laws and compliance.
5. Maintenance, retention and disposal of public records according to guidelines of State Library.
6. May fill in for Assistant to Chief, as necessary.
7. Operates copy and facsimile equipment.
8. Receives and records income received for permits, parking tags, fees, , and submits all money to Collector of Revenue.

9. Maintains alarm registrations and billing systems.
10. Processes requests for record checks, accident reports, permits, .
11. Compiles and prepares various monthly reports and uniform crime reports.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

High school graduate with business education courses in typing. One to three years of prior experience, preferably involving public contact, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Ability to deal with the public with courtesy and tact and handle information in a confidential manner. Knowledge of Microsoft Office for Windows and Excel