

City of Reading

POSITION DESCRIPTION

Position Title: Deputy Clerk (Police)

FLSA Status: Non-Exempt

Reports to: Police Chief

Civil Service Status: Classified

General Function:

Is responsible for performing clerical and reception tasks including answering phones, typing, filing, maintenance of records and greeting the public. Also provides clerical support services for other departmental employees. Assists in the business operations of the department. Is committed to the mission, vision, and values of the City of Reading.

Essential Functions

Demonstrates knowledge of enforcement of the Ohio Revised Code and the City of Reading Ordinances and laws by departmental personnel.

Maintains all police department files and reports including offense reports, master name files, accident and incident reports and other general files and records.

Answers the telephone and receives the general public in person.

Communicate with police on City band radio as needed.

Collects fees, fines and bonds in accordance with established procedures.

Processes and distributes arrest paperwork to appropriate court(s).

Performs data entry, computer queries and warrant verification.

Serves as backup to the Mayor's Court Clerk.

Performs all job duties in compliance with the established rules and regulations of the Police Department and the City of Reading.

Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.

Assists in the development of operating procedures, policies, rules and regulations.

Prepares letters, reports, legal notices, memos, and other written documents.

Maintains individual knowledge and skills to be able to carry out all duties of position.

Review and process complaints and requests for service(s).

Handles other responsibilities and duties as assigned or needed.

Equipment Used:

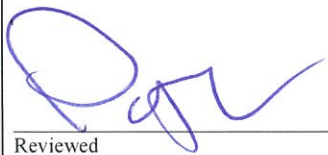
Operates current office equipment including: telephone, fax machine, copier, calculator, computer, mobile phone, document scanner, and two-way radio equipment.

Minimum Requirements for the Position:

High School diploma or G.E.D.; Three years of responsible work experience. Ability to interact effectively with the public, agencies and staff at all levels; knowledge of modern office practices and procedures; ability to use computer software such as spreadsheets, word processing and databases; ability to maintain complete confidentiality of information; ability to maintain effective working relationships; ability to communicate effectively, orally and in writing; must possess a valid driver's license.

Preferred Qualifications for the Position:

RCIC / LEADS certification training may be required and completed upon hire.
Responsible for validations of all Agency records.



Reviewed

9/2/26

Date