



ST. LOUIS COUNTY POLICE DEPARTMENT
"The Best Place for the Best People to Work"

WORD PROCESSING - CARE
POLICE REPORT CLERK

STARTING: \$29,716
HOURLY (START): \$14.28
ENDING: \$47,546

Salary may include additional shift differential pay.

DEFINITION

An employee in this job class is responsible for performing word processing and clerical work of moderate difficulty in the preparation of police reports. Work is performed under the direct supervision of a unit supervisor. Work involves concentrated effort to create computerized police report files while gathering pertinent information from police and civilians over the phone. Work is reviewed for accuracy and speed of processed information.

EXAMPLES OF DUTIES

- Generates computerized police reports by operating word processing equipment to access a computer-aided report entry system.
- Enters uniform crime statistic codes into computer system in order to provide statistical tracking information by accessing code screens.
- Receives report information from police officers and crime victims by telephone conversation; queries callers to ensure complete information in accordance with narrative format and established procedures.
- Retrieves reports, statistics and other information from Regional Justice Information System (REJIS).
- Enters supplemental information into the police reporting system such as additional items stolen or damaged by processing information from written supplemental reports.
- Enters criminal dispositions and vehicle registration information into REJIS system for subsequent use in court actions and for the Department of Revenue.
- Prints police reports and performs criminal record checks to assist police officers in preparing warrant applications by operating a computer printer and accessing the REJIS system.
- Performs a variety of established tasks to assist other police auxiliary staff including processing traffic citations, warrants and performing record checks.
- Performs general clerical duties including microfilming documents and receiving general telephone calls.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Graduation from high school or G.E.D.
- Knowledge of computer-aided report entry system functions, capabilities and operations.
- Knowledge of word processing equipment operations and terminologies.
- Knowledge of proper grammar, spelling and punctuation.
- Knowledge of uniform crime statistics coding procedures.
- Knowledge of office procedures and work methods.
- Some knowledge of police investigative techniques.
- Skill in operating word processing equipment to accurately and rapidly produce police reports.
- Skill in querying police officers and other callers to obtain complete crime information.
- Skill in performing a variety of clerical tasks requiring flexibility and attention to detail.
- Ability to provide courteous and efficient service to the public.
- Ability to type 55 WPM with no more than five errors.

By mandate of the St. Louis County Charter, the St. Louis County Police Department is organized and administered on a non-political merit basis for selection and appointment of all personnel. This announcement provides the information necessary for a potential applicant to determine whether he/she meets the minimum qualifications for the position.



ST. LOUIS COUNTY POLICE DEPARTMENT CIVILIAN SELECTION PROCESS

MINIMUM QUALIFICATIONS

CITIZENSHIP: Citizen of the United States or valid work permit, and apply for citizenship when eligible.

AGE LIMITS: Eighteen (18) years of age at the time of appointment.

EDUCATION: Educational requirements and skills will be determined by the position classification.

ARREST: Must be free from conviction of a felony or a Class "A" misdemeanor.

DRIVER'S LICENSE: Must possess a valid state operator's license by date of employment and have five (5) or less points charged against his/her driving record at time of application, if applicable to the position.

MILITARY: Must have an "**Honorable**" discharge, or a discharge "**Under Honorable Conditions**" from military service, if applicable.

COMPETITIVE SELECTION PROCESS

Under the regulations of the Police Department, all appointments to the St. Louis County Police Department are made on the basis of an open, competitive selection process conducted under the supervision of the Personnel Services Unit. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. The selection steps, in their order, take up to six months to complete:

PERSONAL HISTORY QUESTIONNAIRE: The Personal History Questionnaire must be completed in detail by the applicant and returned to the Personnel Services Unit before the applicant may be scheduled for an interview.

ORAL INTERVIEW: An evaluation to determine overall fitness for the position in appearance, self-expression, mental alertness and adaptability to the work assignment.

CLERICAL EXAMINATION: The technical levels of proficiency for typing and word processing skills for appointment to a clerical position are determined by the Chief of Police.

BACKGROUND INVESTIGATION: A thorough background investigation will be conducted on all applicants to determine past employment record, personal references, neighborhood reputation, police record check and credit rating.

FINAL REVIEW: The Director, Bureau of Staff Services and the appropriate commanding officer will review the application and supporting documentation and forward their recommendations to the Chief of Police for approval or disapproval of the applicant.

CHIEF'S REVIEW: The Chief of Police, upon his approval of the candidate, will offer the applicant a conditional offer of employment pending results of the physical examination.

REAPPLICATION: In the event an applicant is eliminated during any phase of the process, reapplication may not be made for six months unless circumstances indicate that an earlier review may be warranted.

PHYSICAL HEALTH EXAMINATION: This examination will be given by a Department designated physician and shall consist of various organic tests to determine the applicant's physical fitness for assignments within the Department and will include a urinalysis for the purpose of drug screening.

APPOINTMENT BY THE CHIEF OF POLICE: All appointments to civilian positions will be made by the Chief of Police.

PROBATIONARY PERIOD: There is a probationary period of 12 months for new employees. During this period, probationary employees must demonstrate their ability and willingness to perform staff support.

AN EQUAL OPPORTUNITY EMPLOYER/MALE/FEMALE