



CITY OF FAIRBANKS

JOB DESCRIPTION

JOB TITLE: Clerk
CLASSIFICATION NO: 2103
DEPARTMENT: Fairbanks Police Department
STATUS: Non-Exempt
POSITION REPORTS TO: Police Department Administrative Assistant
UNION: Public Safety Employees Association

JOB SUMMARY

The position of this class performs advanced clerical and public contact work which involves moderately complex work methods and problems that frequently involves computer skills. Requires specialized knowledge of certain phases of police work and may include different start times. This does not involve direct law enforcement and is not a commissioned position.

Assignments within the Administrative Unit include, but are not limited to: preparation of routine reports; record researching; maintains pleasant and effective public relations; receives training and participates in various types of report writing; accomplishes various courier and clerical duties; drives an automobile; and performs related work as assigned.

Additional assignments within the Police Department include, but are not limited to: receives and initiates processing of walk-in, telephone and officer requests for information; and types frequent entries into existing files and types new records for files. Individuals must be familiar with both numeric and alpha files. Positions of this class also prepare statistical summaries and reports; maintains organization of all police administrative files; makes data entry into the department's computer systems; generates reports as required; and performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

- 1) Knowledge of modern clerical and general office procedures including record-keeping, English composition, spelling, grammar and proper sentence structure.
- 2) Ability to understand and carry out moderately complex oral and written instructions.
- 3) Ability to make decisions in accordance with regulations and to apply these to work problems.
- 4) Ability to make arithmetic computations accurately with reasonable speed and to operate standard office adding or computing machines.
- 5) Ability to operate a computer and understand Microsoft Suite applications.

- 6) Physical strength and agility sufficient to perform the work of the class.
- 7) Ability to cope with stressful situations tactfully and with respect for individual rights.
- 8) Ability to communicate clearly, both verbally and in writing.
- 9) Ability to maintain effective working relations with fellow employees and with citizens from varied racial, ethnic or economic backgrounds.
- 10) Ability to operate light duty motor vehicles skillfully and in a proper manner.
- 11) Ability to keep records accurately.
- 12) Ability to prepare reports and correspondence.
- 13) Maintain a high level of confidentiality.

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS AND ABILITIES

These factors will be the basis for selecting those qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

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MINIMUM REQUIREMENTS

Persons applying for this position must have the following:

- 1) Graduation from an accredited high school or equivalent.
- 2) One year of general office or clerical experience, and six months' experience with computer data input.
- 3) A minimum typing speed of 45 words per minute with a maximum of 4 errors. Applicants will be required to take a typing test from a reliable agency and have the results attached at the time the application is submitted.
- 4) Complete and pass the Department Office Skills Test.

I, _____, have received, reviewed and completely understand the entire contents of this job description.	
_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date

The City of Fairbanks is an Equal Opportunity Employer.

JIM MATHERLY
 City Mayor
 11/16