



PLATTEVILLE POLICE DEPARTMENT CHIEF OF POLICE

400 Grand Avenue
Platteville, Colorado 80651
970.785.2215 (p) 970.785.6113 (f)

Police Records Clerk & Evidence Technician

JOB DESCRIPTION SUMMARY

The Platteville Police Department is accepting applications for a full-time Police Records Clerk & Evidence Technician. The anticipated hourly pay for this position is \$25.00-\$28.00 per hour dependent on qualifications and experience. **Previous property/evidence, public/PD records, records processing, NIBRS, Open Fox and or body-cam redaction is preferred**, but not necessary to apply.

This is a skilled administrative position that requires positive customer service abilities working with the public. This position is responsible for a wide variety of administrative and clerical duties to assist in the day-to-day operations of the Police Department as well as the management of property and evidence. This position maintains all official records of the Police Department and works to ensure compliance with the Colorado Criminal Justice Records Act and Colorado Open Records Act. This position is subject to a screening process including interview, criminal background check, psychological exam, polygraph, employment verification and reference check.

ESSENTIAL DUTIES & RESPONSIBILITIES

The list below provides an overview of the primary responsibilities and duties of the position but may not be all encompassing. The Town may modify these duties as needed to satisfy the requirements of the position.

- Booking in and maintaining evidence as needed.
- Report submission upon request to the DA's Office and prosecuting attorney.
- Assist the municipal Court Clerk on a needed backup basis.
- Presents a pleasant and positive attitude in all aspects of Town contact; answers telephone, greets the public, and disseminates information to officers and others.
- Files and retrieves materials and data from department computerized and manual filing systems; maintain the department's filing system.
- Operates standard office machinery including computer, e-mail, digital signature software, calculator, copier, postage meter.
- Responsible for maintaining office supplies and forms.
- Keeps informed of pertinent new rules, regulations and legislation.

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- Assists in the preparation and processing of records, forms, and other legal papers for the Police Department in compliance with the Town of Platteville and Colorado Law.
 - Responds to inquiries, questions, and complaints from the general public over the telephone and in person regarding Police records procedures, policies, personnel, or specific cases.
 - Maintains and updates professional knowledge; reads new laws affecting the Police Records; attends training programs, seminars, workshops, and meetings.
 - Performs other related work as required or assigned i.e. bodycams, report requests

KNOWLEDGE REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of applicable Colorado Revised Statutes which pertain to records retention and public information. Knowledge of the Home Rule municipal form of government.
- Knowledge of municipal government with an ability to acquire a knowledge of agency or department procedures, policies and pertinent functions, ordinances and regulations.
- Extensive knowledge of grammar, spelling and punctuation.
- Ability to make independent decisions and assist in routine managerial decisions.
- Ability to communicate effectively in English, both verbally and in writing, and follow oral and written instructions.
- Utilizes CCIC/NCIC databases to perform driver's license and criminal history checks.
- Ability to work independently with minimal supervision.
- Ability to organize and maintain efficient files.

Benefits include

PERA Retirement

Longevity Benefits After 3 Year

Health/Dental/Vision Insurance

Paid Accrued Leave Time (Vacation, Sick, Holiday)

4-day workweek (4-10s) if desired, otherwise 5-8s

Supplemental insurance plans

If interested, please fill out a Town application and submit to the Chief of Police in person or via e-mail <https://platteville.colorado.gov/sites/platteville/files/documents/Employment-Application.pdf>
cdwyer@plattevillegov.org.