

An opening for the position of **Detention Clerk** exists in the Police Department of the City of Laurel, MS. *This is a Civil Service covered position. Individual hired must be able to pass the General Clerical Civil Service Exam within one (1) year of being hired.*

Purpose of Position

Maintain Police arrest documentation and provide security over arrested persons.

Major Duties and Responsibilities

Maintain departmental files and records

- Sort, assemble, and file arrest documentation
- Fingerprint and photo of prisoners

Compile and provide reports

- Ability to accurately type and enter data using a personal computer
- Type offense record reports of arrested persons
- Security of person in custody
- Secure, assist persons who are making bond
- Complete and pass State Certification in two (2) weeks training
- Complete State Certification for Physical Defensive Tactics

Perform other duties as directed

Job Context

The Detention Clerk is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Deputy Police Chief. The person in this position is supervised on a daily basis and has no supervisory authority. The Detention Clerk must be able to work day and night shifts, with some flexibility required. There is occasional overtime when the workload demands it. This position is shift work. The person in this position is not on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible.

There is exposure to the criminal element. The stress level associated with this position is moderate and requires maintaining confidentiality. Physical work involved with this position includes, but is not limited to, sitting, standing, bending, using a personal computer for long periods of time, and carrying boxes of computer paper.

Certification, Education, and Experience

Certification: A valid driver's license is required
Must be 21 years of age, minimum
*Must pass Civil Service Exam within one (1) year of being hired.

Education: A high school diploma or equivalent is required;
additional courses in computers or a related field would be helpful

Experience: At least 2 years of experience in this or a related field is recommended for this position

Knowledge, Skills, and Abilities

Knowledge:

- Procedures for processing arrest documentation
- Clear definition of crimes and procedures
- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including work processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Type reports from dictation
- Complete research using various computerized sources
- Data entry skills
- Accurate typing and data entry using personal computer
- Use various pieces of office equipment, including typewriters, photocopiers, and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with other in person and over a telephone
- Ability to perceive the nature of object by the eye
- Sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move object, including the human
- Ability to bend, stoop, and crouch occasionally
- Ability to use a personal computer for long periods of time
- Must be capable of extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$12.39 hourly / \$25,775.36 annually, plus benefits

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302 to complete an application:

- ✓ WIN Job Center referral
- ✓ Birth Certificate
- ✓ Signed Social Security Card
- ✓ Valid Mississippi Driver's License
- ✓ Voter Registration Card (County in which you reside)
- ✓ High School Diploma or Equivalent required