



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	103-4200-011	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Records Clerk	<b>Department:</b>	Cherokee Police
<b>Reports to:</b>	Office Administrator	<b>Division:</b>	Marshal Services

**Primary Function:** Maintains and updates complex filing systems for Police Department records, criminal case files, documents, and court records. Maintains good police relations within the community by providing comprehensive quality service.

**Job Duties and Responsibilities:**

- Screens and processes all Tribal court processes, federal court and state process as required.
- Maintains all correspondence being reviewed and processed including: request for vehicle accident reports, breaking and entering reports, and other requests for information received from the public by the Police Department.
- Ensures the collection of all data for the department such as traffic received and answered in order to determine the efficiency of the established organization.
- Maintains, updates, and validates hot sheet of all warrants received from CFR court, Federal Marshal Service, and all surrounding counties.
- Submits copies and facsimiles regarding incidents at Qualla Housing, Harrah's Casino, and other tribal agencies, as requested.
- Performs research from files for all tribal agencies, as requested and required.
- Serves as correspondence secretary to Deputy Marshal, officers and investigators, as requested.
- Maintains stock of all necessary forms, such as ticket books and other paperwork necessary for the daily operation of the Police Department.
- Maintains required files, logs, and reports as required.
- Submits reports to the Office Administrator of all activities and number of activities performed by officers of the department.
- Assists and directs phone calls and walk-ins as required.
- Serves as a Notary Public as required.
- Performs other duties as assigned.

**Education /Experience:**

A high school diploma, GED, or equivalent; education, training, and experience is necessary to prepare for this position. Must have a minimum of two years office/clerical experience, which is, include skills in computer field. Position will require up to three months to become proficient in most phases of the job.

**Job Knowledge:**

Must have knowledge of all polices, and procedures , and guidelines used in the Cherokee Police Dept. must have knowledge of applicable tribal, federal, state, and local laws pertaining to record keeping and police support duties. Requires the ability to read and interpret legal documents relative to typical police work (i.e. warrants, orders for arrest, subpoenas, etc.) and statistics. Administrative and organizational skills are required to maintain accuracy of records. Must have the ability to communicate effectively, both verbally and in writing. Requires the ability to absorb and collate quantities of material necessary to the efficient performance of assigned duties and responsibilities. Must be able to use a wide variety of office equipment including: computer, calculator, facsimile, copy machine, and other office equipment as required. Must possess a valid North Carolina driver's license.

<b>Contact with Others:</b>	Has daily contact with the police department personnel, federal, state and county agencies, court officials, the general tribal population, and other tribal entities. The nature of the work requires a high degree of tact, courtesy, and business etiquette.
<b>Confidential Data:</b>	Has access to investigative reports, statistics, and interoffice memos and records all, which are considered confidential and should only be disclosed to authorized personnel. Must adhere to all tribal confidentiality policies and procedures.
<b>Mental /Visual /Physical Effort:</b>	Close concentration and attention to detail are required while entering data, compiling statistics, and proofing reports. Is subject to frequent interruptions; which require varied responses. Physical efforts require the ability to stand, walk, sit, reach with hands and arms, speak, and hear. Requires visual acuity and manual dexterity.
<b>Environment:</b>	Works in normal business environment while performing duties of the job.
<b>Responsibility for Accuracy:</b>	Computer entries and records must be accurate and well maintained as this information is utilized by department personnel and federal, state, and local agencies. Most errors could be detected through record maintenance computer procedures.
<b>Resourcefulness &amp; Initiative:</b>	Follows well defined procedures and guidelines in job duties with minimal supervision. Problem solving and initiative are required to resolve inconsistencies and errors in records and locating victims of property crimes.