

City of Ansonia
253 Main Street
Ansonia, Connecticut 06401



December 6, 2024

TO: Recruitment Sources
FROM: John P. Marini
Corporation Counsel
SUBJECT: EMPLOYMENT OPPORTUNITY

PLEASE POST

**THE CITY OF ANSONIA
ANNOUNCES AN EMPLOYMENT OPPORTUNITY**

ANSONIA POLICE DEPARTMENT

Police Records Administrator
(Part-time)

19 or less hrs/Week, Days/evenings
Salary Starts: \$20.00 Hourly Non-Union

TO BE CONSIDERED, RESUME MUST BE E-MAILED BY

NOON P.M. Friday, December 13, 2024
APPLICATIONS ARE AVAILABLE BY

CONTACTING:

Cristina Molina

City Hall

253 Main Street

Ansonia, CT 06401

cmolina@ansoniacct.org

https://www.cityofansoniacct.com/filestorage/8192/8194/8240/Job_Application.pdf

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed stamped envelope.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER,
M/F/H/V PLEASE REMOVE: FRIDAY, DECEMBER 13, 2024**

CITY OF ANSONIA**JOB DESCRIPTION**

CLASS/TITLE: P/T Police Records Clerk**REVISION DATE: 12/02/2024**

Date: 05/25/2005

Department: Police

SALARY: Non-Union \$20.00/hr

Hours of Work: 19 or less hrs/week, Days/evenings,

BENEFITS: None

GENERAL PURPOSE:

Performs a variety of confidential, specialized, and difficult clerical duties including typing and the maintenance of records and materials; performs related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Ansonia Police Department Chief of Police or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Expected to consistently exercise a high degree of initiative, independence, responsibility, and working knowledge of detailed regulations, policies, and procedures of the work place. The work at this level is occasionally reviewed. Performs a variety of specialized and difficult clerical work applying independent judgment, discretion, and initiative. Types letters, memorandums, statistical and financial data, and other material from oral direction, rough draft, taped or handwritten copy, or notes. Enter and maintain alarm files and notices. Process vendor permits, canvasser/solicitors/ hawkers permits, and raffle/bazaar permit. Any additional duties as assigned by the Chief of Police or designee.

PERIPHERAL DUTIES

Assist full-time Police Records Administrator with the duties below.

Reviews and enters information into in-house and state computer systems relative to arrests, citations, and wanted persons in accordance with standard procedure, records dispositions on court cases, and processes court paperwork. Researches, complies, and analyzes information for and prepares reports; maintains complex and confidential filing systems relating to all cases. Answers inquires in person or over the phone from persons seeking information held within the Records Unit in accordance with law and regulations. Checks and tabulates statistical financial data being collected for parking ticket fines, insurance copies fees, vendor permit fees, gun permit fees, canvasser/solicitors permit fees, false alarms fees, and raffle/bazaar permit fees.

DESIRED MINIMUM QUALIFICATIONS:

Qualifications would be equivalent to completion of the twelfth (12) grade with major course work in business and typing, and two (2) years' increasingly responsible typing and advanced clerical experience; or three (3) years' experience performing the duties of Clerk Typist II or equivalent job knowledge.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: Operating details, policies, procedures, and procedures of the work place; correct business English usage, grammar, spelling, punctuation, vocabulary, and arithmetic; office equipment operation, modern office methods, and practices; letter and report writing techniques; computer operations; filing systems.

Skill: Performing specialized and difficult clerical work with speed and accuracy; preparing and maintaining accurate and complete records and reports; typing accurately from clear copy at a rate of 55 words per minute; making arithmetic calculations with speed and accuracy; working independently; supervising and prioritizing work of subordinates; training and evaluating subordinates; analyzing situations accurately and taking effective actions; communicating tactfully and effectively both orally and in writing; composing correspondence; understanding and carrying out oral and written directions.

Abilities: Must obtain and maintain COLLECT certification throughout employment and any other certifications as needed for the position.

TOOLS AND EQUIPMENT USED

Operating office equipment including personal computer including word processing software; copy machine; calculator; cash register.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle or feel objects or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, sit stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

SELECTION CRITERIA

Formal application, rating of education and experience; oral interview and reference/security check; oral job-related tests may apply.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.