

**CITY OF MAULDIN**  
**POSITION DESCRIPTION**  
**RECORDS SPECIALIST**

**GENERAL PURPOSE**

Performs a variety of routine clerical, secretarial, and administrative work in support of law enforcement activities.

**SUPERVISION RECEIVED**

Works under the supervision of the Clerk of Court.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Reviews all reports from officers for completeness and follow-up.

Records and files citations; and maintains report files.

Enters data into the computer, and generates a variety of law enforcement management system reports.

Files all accident reports and incident reports, datamaster reports, fingerprint cards and final disposition cards.

Processes all fingerprint cards and final disposition sheets to SLED.

Processes all payments for traffic tickets, bench warrants and criminal warrants.

Completes sentencing paperwork and discharge papers.

Completes ticket transmittals sent to South Carolina Highway Department.

Handles all incoming and outgoing mail for Police Department.

Deposits and Balances accounts concerning all monies received for traffic tickets, bench warrants, criminal warrants, fingerprinting, petty cash, insurance form request, animal control transactions, outgoing report fees and juror payments.

Enters data into computer CADD system regarding all accident information.

Assists Solicitors and other government offices by providing requested case information.

Assists Clerk of Court in jury trial preparations.

Completes monthly various reports including but not limited to gas/mileage, warning ticket report and bond escrow reconciliation report.

Posts weekly court docket for municipal court.

Responsible for handling all Pre-Trial Intervention applications and follow-up on each case in regards to status and completion of program.

Responsible for dispensing payment stubs to defendants during municipal court.

Provides a variety of police related information to the public and governmental agencies.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.

Establishes and maintains records systems using moderately independent judgment.

## **PERIPHERAL DUTIES**

May serve as a member of employee committees.

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) High school diploma or GED equivalent; and
- (B) Two (2) years of general office, communications, or records management experience, or
- (C) Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- Working knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to follow verbal and written instructions; ability to learn the City's geography.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and specialized software, phone, typewriter, calculator, fax machine, copy machine.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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*The duties listed above are intended only as illustrations 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

8/31/21-MGW