

CITY OF MORGANTOWN
DEPARTMENT OF HUMAN RESOURCES

To: City Employees

From: Debbie Smyth, Human Resources Dept.



Re: Position Vacancy- Records Clerk/Dispatcher, Police Dept., Full-Time. Rate of Pay- \$13.77hr.

Date: November 30, 2012

The City of Morgantown is announcing an opening for the position of full-time Records Clerk/Dispatcher with the Police Dept. The Records Clerk/Dispatcher works under the supervision of the Records Supervisor. Employee performs secretarial, receptionist, and clerk type duties for the Police Dept.; works to enter and maintain electronic and hard copy files and records, codes, reviews, and verifies data entry, records, reports, etc.; prints, photo copies, and distributes reports, statistics, correspondence, etc. for interdepartmental use, the public, and State agencies, files and types letters and various correspondence, serves as telephone receptionist and responds to public inquiries, complaints, etc.; receives incoming telephone calls for non-emergency assistance, accurately and concisely obtains callers names, telephone number, and nature of call, records incident/request information, determines priority of incoming requests, and transfers calls to our MECCA 911 center when necessary. Receives non-emergency requests concerning parking complaints, maintains, updates, and retrieves electronic filing systems and records, enters and maintains electronic data base of Police Dept. incident reports. Receives and receipts money for record requests. Maintains confidentiality of all information and performs duties in compliance with departmental orders, directives, and policies. Due to the nature of services provided by a law enforcement agency, employee may be required to work rotating shifts, weekends, and holidays.

Qualifications

1. Requires a high school diploma or equivalent.
2. Required to pass a background investigation.
3. One year experience (or equivalent training and experience) in secretarial skills providing the ability to type and use computer software packages, and operate ordinary office machinery..
4. Ability to communicate effectively both orally and in writing.
5. Operational knowledge of various types of equipment used in police, fire, and other emergency dispatching services.
6. Requires knowledge of basic computer skills to include Records Management System and Computer Aided Dispatch (CAD).
7. Requires basic typing skills.
8. Ability to handle distraught and/or dissatisfied individuals, both in person and on the

telephone.

Desirable Qualifications

1. High school education plus office training or college education.
2. Education or training in legal terminology/State Law.
3. Proficiency in computer operations as well as proficiency in typing skills.

Employees interested in this position should submit a resume to the Human Resources Dept., by Friday, December 14, 2012 by 5 p.m.

NOTICE: The City of Morgantown is an equal opportunity employer.