

TOWN OF MADISON  
2120 Fish Hatchery Road  
Madison, WI 53713

POSITION DESCRIPTION: Police Clerk  
POSITION CLASSIFICATION: Regular Full-Time  
UNION REPRESENTATION: AFSCME, Local 60  
IMMEDIATE SUPERVISOR: Police Chief

**NATURE:**

Responsible for the police department's clerical functions which include the timely completion of records and reports; dealing with the public in person, by telephone, and through correspondence; assisting the Police Chief in a secretarial capacity. Performs related work with an emphasis on typing and filing skills, under the direct supervision of the Police Chief.

**ESSENTIAL DUTIES:**

- Types reports dictated by police officers.
- Provides general information in response to personal visitations, written and telephone inquiries.
- Provides the public with photocopies of reports and crime prevention materials in accordance with departmental procedures.
- Maintains and files records, reports and related data.
- May be called upon to effectively communicate with police dispatchers in both routine and serious matters and with Town of Madison police officers utilizing the local government communications system (radio).
- Prepares the required crime reports in a timely manner, including but not limited to: UCR and TIME reports, special juvenile reports, and monthly police service by category report.
- Opens and routes all departmental incoming mail, excluding opening mail addressed to a specific individual but routing to addressee.
- Performs other related assignments as directed by the Police Chief, which may include items of a confidential nature (excluding those relating to union/employer matters).
- Assists, as needed, the court clerk in accordance with departmental and municipal court procedures with receipting and distribution of fines, forfeitures, bail, fees, and restitution; during municipal court; other court functions.
- Types departmental correspondence, memorandums and cross-indexing records.
- Facilitates communication between Town police officers and other Town departments, other agencies and the public.
- Insures that adequate office supplies are available for departmental use.
- Prepares and maintains a current listing of all businesses and apartment buildings within the Town of Madison which includes information relevant to the

- operation of the police department.
- Maintains department's call log books.
- Maintains a current listing of information regarding police department personnel.
- Determines routing of traffic accident reports.
- Assists in the opening and securing of the police department relative to public access.
- Assists Town attorney and municipal judge as needed.
- Assists in the notification of officers of pending court appearances.
- Any other such related duties as assigned by the Police Chief.
- May assist in the preparation of commitments.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

1. Complete working knowledge of business English, grammar and spelling, and aptitude for clerical operations.
2. Ability to deal with both the public and co-workers in a courteous yet effective manner.
3. Ability to treat police department data and information as confidential matters.
4. Ability to compile and maintain accurate record and filing systems.
5. Ability to understand and carry out all oral and written instructions.
6. Ability to acquire a working knowledge of the geography of the Town of Madison and surrounding areas.

**PHYSICAL DEMANDS:**

Light Work: Exerting up to 30 pounds of force occasionally, and/or 10 pounds of force frequently, to move objects. Requires frequent standing, walking and sitting.

**ENVIRONMENTAL CONDITIONS:**

Inside Work. Exposures to moderate-loud noise occasionally; infrequent or seldom exposure to heat/cold extremes, temperature changes, odors, dust and poor ventilation, toxic conditions, hazards or risk of bodily injury.

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Reasoning, mathematical and language development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned will be included in this job.

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**REASONING DEVELOPMENT:**

Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

**MATHEMATICAL DEVELOPMENT:**

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.

**LANGUAGE DEVELOPMENT:**

Reading – Read and understand safety rules, periodicals, journals, ordinances, statutes, and other technical information. Writing – Write business letters, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Speaking – Speak with poise, voice control, and confidence, using correct English and well-modulated voice.

**RELATIONSHIPS TO DATA, PEOPLE AND THINGS:**

Data: Transcribing, entering or posting data.

People: Attending to the needs, requests or the expressed or implicit wishes of people. Immediate response is involved.

Things: Using body members, handtools, and/or special devices to work, move or carry objects or materials; involves some latitude for judgment with regard to precision attained and selecting appropriate tools, objects or material. Starting, stopping and observing the functioning of machines and equipment.

**REQUIRED QUALIFICATIONS:**

1. Must be able to type from clean copy at a rate of sixty (60) net words per minute.
2. Graduation from high school or GED supplemented by post-high school courses or comparable experience in typing, clerical, secretarial, computer/word processing.