



*The City Beautiful*

## **City of Coral Gables Job Description**

<b>Job Title:</b>	Police Identification Clerk	<b>Prepared Date:</b>	
<b>Department:</b>	Police	<b>Approved By:</b>	
<b>Classification:</b>	5002	<b>Approved By:</b>	
<b>Pay grade:</b>	13C		
<b>FLSA:</b>	Non-Exempt		

### **Summary**

Performs technical and specialized clerical work related to fingerprinting and photographic identification for the Police Department. Work responsibilities encompass the preparation and maintenance of fingerprints, photography and other related identification records.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Obtains fingerprints from both City employees and members of the general public and signs appropriate documents as required.

Photographs applicants. Laminates identification cards and permits in protective plastic.

Performs minor maintenance work on office machines.

Orders supplies for office.

Responds to court subpoena in connection fingerprint services when required.

Maintains a log of office activity.

Types master file cards and prepares folders for master file.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of modern methods, practices and techniques of police identification work fingerprinting and photographic methods and techniques.

Ability to establish and maintain effective working relationships with other employees and with the public maintain detailed records and prepare reports.

Operate ID photo camera.

Skills in keyboarding and obtaining fingerprints.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

Graduation from high school or GED and coursework in police science or photography. One year of responsible clerical or general office experience. Florida driver's license is required. Bilingual (English/.Spanish) preferred.

A comparable amount of training or experience may be substituted for the minimum qualifications.