



# CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Records Clerk**

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<b><u>Written Examination Date:</u></b>	<b>February 7, 2019</b>
<b><u>Written Exam Location:</u></b>	<b>Kent Police Dept. Community Room 301 S. Depeyster Street Kent, OH 44240</b>
<b><u>Written Examination Start Time:</u></b>	<b>6pm</b>
<b><u>Starting Wage:</u></b>	<b>\$40,066 (annual)</b>

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*Examination will be used to establish an eligible list for the classification of Records Clerk with the City of Kent Police Department.*

**Application:** Applications and information may be obtained Monday through Friday from 8:00am to 4:00pm at the City of Kent Service Administration Complex's foyer, 930 Overholt Road, Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site:

[http://www.kentohio.org/boards/civil\\_service.asp](http://www.kentohio.org/boards/civil_service.asp)

**Application Deadline:** A completed Civil Service application must be submitted by **Thursday January 31, 2019, at 4pm** either in person at the City of Kent Service Administration Complex, 930 Overholt Road, Kent, Ohio, or emailed to **civilservice@kent-ohio.org** *Please note:* that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**Examination Process:** The Records Clerk examination will consist of a written test to be administered on **Thursday February 7, 2019, at 6pm**. In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The

examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

**Summary Description:** Under the direct supervision of the Dispatch Coordinator, the Records Clerk prepares and maintains public records and provides clerical support for all divisions of the Police Department. Work involves the responsibility of entering data, maintaining files, verifying reports, performing record checks, and preparing copies of public records. The Records Clerk serves as the Deputy Clerk for the Kent Municipal Court and Portage County Courts. This position assists clients of the Police Department in person and over the phone and works closely with City staff.

**Essential Functions:**

1. Reviews all reports from officers for completeness and follow-up. Distributes reports and enters data into computer on a daily basis.
2. Checks daily logs for police activity.
3. Records and files citations, accident reports, tow slips and maintain files.
4. Maintains the Uniform Crime Reports (UCR.)
5. Serves as Deputy Clerk for the Kent Municipal Court and Portage County Courts.
6. Processes mail, insurance requests, record checks and other duties as assigned.
7. Serves as receptionist for the Police Department, handles requests for service as is appropriate.
8. Receives incoming calls, determines nature and urgency of call, and coordinates appropriate response.
9. Provides a variety of police related information to the public and governmental agencies.
10. Assists and provides a variety of administrative assistance as needed.
11. Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.
12. Establishes and maintains record systems with up-to-date information and confirms accuracy.
13. Prepares records for microfilming/scanning.
14. Performs other duties related to those of the position and/or resulting from the needs of the organization.
15. Monitors and utilizes building access control system for a secured facility.

**Working Conditions:** The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; and to operate office equipment requiring repetitive hand movements and fine motor skills. May be required to work evening and/or weekend hours in addition to a regular forty (40) hour work week.

**Necessary Knowledge, Skills, and Abilities:**

1. Regular, reliable, predictable, and punctual attendance is required of the position.
2. Must possess the ability to communicate clearly, both orally and in writing. Proficiency in arithmetic, modern office practices and procedures, and record keeping methods are necessary.
3. Must have the ability to quickly acquire and appropriately apply knowledge of department regulations and policies and learn the City's geography.
4. Must possess some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
5. Must be proficient in the use of various computer programs and the internet.
6. Must be able to work independently and carry out assignments to completion with minimal instruction.
7. Must be able to understand and follow oral and written instructions and write brief messages.
8. Must be able to multi-task, conduct research and prepare reports.
9. Must be able to maintain confidentiality of sensitive government information.
10. Must be able to properly prioritize tasks, and work effectively during stressful situations.
11. Must have the ability to establish and maintain effective working relationships and communicate effectively with City staff, officials and the general public.

**Necessary Education, Training, and Experience:** This position requires the possession of a high school diploma or GED. Previous experience in the preparation and maintenance of records and reports utilizing computer and database software is desired. Must be proficient in Microsoft Office and become a certified LEADS practitioner within 90 days of hire. Additionally, previous work experience in municipal or county government is preferred, but not required. Must possess a valid Ohio Notary Public certification within six months of hire.

**Credit for Military Service:** 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States

OR

15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.

Extra credit will be added to a composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, or certificate of service **MUST BE SUBMITTED** with the Civil Service Application at the time of applying.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you

may volunteer this information to the Civil Service Commission. Any records or copies of records you produce to establish this credit will be held by the City of Kent's Human Resources Office until they are no longer needed.

**Accommodation for Testing:** Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:** In order to be admitted to the Civil Service Examination applicants must present valid picture identification (such as a driver's license.) Only those applicants that have filed a Kent Civil Service Application with the Civil Service Commission by **January 31, 2019, at 4:00 pm** will be admitted to participate in the examination.

**Firearms, deadly weapons, and dangerous ordinances are not permitted at the testing site.**

*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 contract and is subject to change as the needs of the employer and requirements of the job change.*

*The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state, and local laws.*