



**City of Venice, Florida**  
**Job Announcement No. 1825**

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**Classification Title:** Records Clerk

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**Department:** Police Department

**Division:** Records

**Pay Grade:** (AFSCME) 118

**FLSA Status:** Non-Exempt

**General Statement of Job**

Responsible for processing, copying, distributing and filing department records in compliance with state and federal laws.

**City Expectations:**

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Maintains official department records in compliance with state laws.
2. Accurately and legibly completes applicable reports, forms, statistical information and other required documentation. Copies and distributes as required.
3. Responsible for the timely and accurate input of department reports into appropriate database.
4. Researches and coordinates records requests and ensures efficient delivery of accurate information.
5. Responds to inquiries and provides general information/assistance.

6. Maintains integrity and confidentiality of various records and information in accordance with City policy, Department policy and Florida public records laws.
7. Transports required records to the South County Administration Building (Police Department).

**Responsibilities:**

Responsible for the timely and accurate completion of work assignments. Responsible in work to the Records Manager (Police Department)/Office Manager (Utilities).

**Minimum Education and Training**

High school graduate or equivalent with one (1) year office/clerical experience.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Ability to maintain records. Must be able to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to communicate effectively; understand and follow oral and written instruction; complete all forms and reports legibly and accurately; and read/interpret record management regulations. Capable of prioritizing and completing multiple tasks in a fast-paced environment, handle the pressure of deadlines and deal with difficult people with courtesy and self-control. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public; sustaining the trust, faith and confidence of supervisory personnel. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Department.

**Physical Requirements:**

Work is essentially sedentary with occasional walking, bending, stooping, lifting up to 40 pounds or minimal physical exertion. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Ability to see; hear well, with or without aids; and speak clearly and distinctly. Reasonable accommodation will be considered for individuals with physical disabilities.

**Working Conditions:**

Work is performed primarily in an office environment with some travel to various locations.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**PLEASE NOTE: Any interested applicant must make written application (online at [www.venicegov.com](http://www.venicegov.com) or in person) to the Administrative Department before 4:00 pm on the closing date, which is Monday, November 27, 2017.**

**SALARY RANGE:       \$13.8367 - \$20.2006 HOUR  
                              \$28,780.34 - \$42,017.25 ANNUAL  
                              GRADE 118**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

*The City of Venice is an Equal Opportunity Employer*