

JOB DESCRIPTION

Town of Smithfield

CLERK – DETECTIVE DIVISION

GENERAL SUMMARY:

Under the general supervision of the Detective Commander, the Detective Division Clerk is responsible for case management of Detective and Prosecution Division files, and performs general office receptionist, data entry, and clerical duties as required. Case management includes typing, copying, handling expungements, dispositions, subpoenas, fingerprint cards, related correspondence, arrest warrants and court petitions. It also includes notification of sworn and civilian witnesses in response to court motions, as directed.

ESSENTIAL FUNCTIONS:

1. Maintain adult and juvenile record files;
2. Prepare court dockets for District, Family, Superior Court, Information Charging, Grand Jury, Bail, and Violation Hearings;
3. Case management and data entry for Superior, District, and Family Courts, Grand Jury, to include preparation of warrants, subpoenas, and petitions;
4. Case management and data entry for the Rhode Island Traffic Tribunal, to include traffic summonses, racial profiling cards, and all related correspondence;
5. Conduct computerized criminal records checks;
6. Responsible for written and verbal correspondence for the Prosecution and Detective Divisions;
7. Process parking tickets, past payments, and send correspondence to the collection of past due tickets;
8. Assist with duties of other clerks, and the Executive Secretary in their absence as determined by the Police Chief or designee;
9. Perform other duties as required by the Police Chief.

JOB REQUIREMENTS:

1. Must possess a high school or general equivalency diploma (GED);
2. Must possess proficiency in typing skills;
3. Must possess proficiency in Microsoft Word Processing System;
4. Must possess exceptional verbal and communication skills, interacting with the public daily, in a courteous, professional manner;
5. Must possess prior experience with law enforcement prosecution related tasks or prior experience as a criminal court/traffic tribunal clerk.

WORKING CONDITIONS:

Perform almost exclusively in an office environment.

PHYSICAL REQUIREMENTS:

This position requires a Clerk – Detective Division to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions:

1. Must possess the ability to operate a computer, copier, fax, and postage meter in an office environment;
2. Must possess the ability to lift up to twenty-five (25) pounds above waist level, such as supplies, copier paper, and other bulky materials.

SALARY RANGE:

Union position stipulated by contractual agreement between Labors International Union of North America (LIUNA) Local 1217 and the Town of Smithfield.

March 2024