



BRANDON W. BINES  
CHIEF OF POLICE

**KNOB NOSTER POLICE DEPARTMENT**  
201 NORTH STATE STREET  
KNOB NOSTER, MO 65336  
660-563-2233 | 660-563-3476 FAX



KARL VAN VICKLE  
LIEUTENANT

## POSITION DESCRIPTION

**TITLE:** POLICE CLERK (CIVILIAN)  
**PAY GRADE:** \$14.00 -\$16.00 D.O.E.  
**DEPARTMENT:** POLICE  
**DATE:** 05/04/2023  
**REPORTS TO:** POLICE CHIEF  
**STATUS:** FULL-TIME

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**JOB SUMMARY STATEMENT:** CLERK AND RECORDS KEEPER FOR THE KNOB NOSTER POLICE DEPARTMENT

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### DUTIES AND RESPONSIBILITIES:

1. Handles all incoming phone calls and walk-in traffic to the department during normal business hours. Directs calls and walk-in traffic to Johnson County Dispatch.
2. Responsible for filing and organizing all department files, as instructed by the Chief of Police.
3. Manage and ensure department compliance with Use of Force, the National Incident-Based Reporting System (NIBRS), and racial profiling submissions.
4. Be trained and keep up with Missouri Uniform Law Enforcement System (MULES) training and any other factors.
5. Assist with monthly court docket by running a check through MULES for any potential warrants.
6. Check emails daily for Computer Aided Dispatch (CAD) reports and the monthly emails from Johnson County Central Dispatch to ensure compliance with MULES.
7. Prepare monthly crime reports for the Board of Alderman.
8. Provides general information to the public by answering questions, obtaining services, and directing questions to the appropriate city staff or other agencies.
9. Enter tickets and racial profiling sheets as they are given and submit a weekly printout of tickets to the Court Clerk.
10. Prepare and submit clear and accurate written and oral reports to supervisors, as required to accurately reflect calls or activities of the police department.
11. Monitor radio transmissions and phone calls for other agencies under agreement with the City of Knob Noster.
12. Make telephone calls or radio transmissions to other agencies as needed or directed.

13. Perform duties as a police records clerk, maintaining, retaining updating, and police department records.

14. Operate department vehicles and equipment as required.

15. Open, maintain, and supervise the emergency weather shelter in the City Hall building when required by the Chief of Police.

16. Attend training and professional development courses as necessary.

17. Perform all other duties and responsibilities as assigned by the Chief of Police.

#### **GENERAL QUALIFICATIONS:**

1. **Education and Special License(s)/Certifications** – Must have graduated from high school or have obtained a general education diploma (GED). Must possess a valid driver's license.

2. **Experience** – Previous experience working in an Office setting is preferred but not required.

3. **Skills** – **Must be highly organized and display sound** decision-making. Must be proficient in operating listed tools and equipment. Skills acquired in office management are a plus.

4. **Mental Requirements** - Ability to establish and maintain effective working relationships with other officers, city staff, elected officials and the general public.

5. **Physical Requirements** - Must be able to sit for prolonged periods, listen to normal conversation, walk occasionally, use hands and fingers to operate, handle, or feel objects, tools, or controls, must be able to reach with hands and arms; must be able to have vision sufficient to see close up and have the ability to adjust focus; and, must be able to occasionally lift up to 25 pounds and transport it 15 feet. Memorize and retain information, and effectively communicate through written and verbal skills. Use solid time management skills.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

**The job description does not constitute an employment agreement between the city and the employee and is subject to change by the city as the needs of the city and requirements of the job change.**

#### **AAP/EEO Statement**

The City of Knob Noster is an equal-opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City of Knob Noster prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The City of Knob Noster conforms to the spirit as well as to the letter of all applicable laws and regulations.