

KENOSHA CITY/COUNTY JOINT SERVICES
1000 55 STREET
KENOSHA, WI 53140
(262) 605-5050

RECORDS CLERK

GENERAL STATEMENT OF DUTIES: The Records Clerk performs the records keeping and related functions for the police and sheriff's departments and other law enforcement or criminal justice agencies in Kenosha County and assists the public and other agencies by providing information and copies of reports and records, recording information, and accepting bonds. Employees will normally work specific shifts that cover a 24 hour operation on a rotating day off basis. Work is performed under the general direction of a records supervisor. Overtime may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to) Operates computer terminals, teletype, facsimile machine, microfilming reader/printer, typewriter, and other office equipment; answers telephones; records information; codes offenses; checks documents to insure accuracy; enters data into electronic systems; enters and cancels warrants; and files and retrieve information and documents.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES: Fingerprints and photographs juveniles, controls and oversees access to secured areas in the Safety Building, assists in training, provides assistance to the Communication's Center in emergency situations, and performs any other duties required.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES: (not limited to) Ability to read, write, and speak English fluently; hear and understand telephone and verbal communications; vision capable of reading documents and operating equipment; ability to bend and reach; ability to mentally retain information on a short and long term basis; ability to comprehend and follow oral and written instructions and to schedule, organize and execute assigned tasks; ability to compile, analyze, record and assemble data and information in a meaningful and effective manner; knowledge of basic office skills, practices, and procedures; ability to data entry at 7000 keystrokes per hour (kph) with a 95% accuracy rate; ability to maintain effective professional relationships with members of Joint Services, other agencies, and the public; and knowledge of, or the ability to learn, to operate various types of equipment used in the assigned duties.

All applicants are required to pass a series of qualifying tests including but not limited to a written examination, data entry test, oral interview, physical examination, drug screening, and a records and background investigation. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, disability, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map may be viewed upon request.

TRAINING AND EXPERIENCE: Must have a high school diploma or G.E.D. and at least one year of responsible work experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SALARY AND FRINGE BENEFITS: Effective January 1, 2009, the pay range for this position starts at \$15.87 per hour to a maximum of \$20.47 after 54 months. Effective July 1, 2009, the pay range for this position starts at \$15.95 per hour to a maximum of \$20.57 after 54 months. Shift premiums are additional. Health and dental insurance premiums, basic group life insurance, and the employee's share of retirement contributions are paid for in full by Joint Services. Sick leave, vacations, Social Security benefits, flexible spending accounts, deferred compensation, and an Employee Assistance Program are provided.

2009 Benefits for AFSCME Represented Records Clerks

SALARY RANGE	Employees normally start at first step. After successful completion of a six month probationary period, an increase is given. Increases after that are at one year intervals until a maximum of job classification is reached at 54 months.																
PREMIUMS	Second shift premium is \$.40 per hour; third shift premium is \$.50 per hour, fourth shift premium is \$.45 per hour																
SCHEDULE	Records Clerks currently work a schedule of six days on, two days off, a monthly paid holiday and unpaid kelly day to reduce the work schedule																
VACATION	<table><tr><td>Start through 6 years</td><td>12 working days</td></tr><tr><td>Seven through 14 years</td><td>17 working days</td></tr><tr><td>Fifteen through 20 years</td><td>22 working days</td></tr><tr><td>Twenty-one years</td><td>23 working days</td></tr><tr><td>Twenty-two years</td><td>24 working days</td></tr><tr><td>Twenty-three years</td><td>25 working days</td></tr><tr><td>Twenty-four years</td><td>26 working days</td></tr><tr><td>Twenty-five and more years</td><td>27 working days</td></tr></table>	Start through 6 years	12 working days	Seven through 14 years	17 working days	Fifteen through 20 years	22 working days	Twenty-one years	23 working days	Twenty-two years	24 working days	Twenty-three years	25 working days	Twenty-four years	26 working days	Twenty-five and more years	27 working days
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SICK LEAVE	Earned at a rate of 12 working days per year, with 120 days maximum, after which provision is made for sick leave bank. Partial payment upon termination.																
HEALTH& DENTAL INSURANCE	Comprehensive hospital, surgical, and major medical insurance, along with dental insurance, is provided. Employee eligible the first of the month following 90 days of employment. Full premium paid by Joint Services for either a single or family plan. In addition, full premium cost paid by Joint Services for employees with 15 years of service retiring from their 60 th birthday until age 65 or until coverage under another insurance plan or Medicare.																
LIFE INSURANCE	Effective the first of the month after six months of employment in the amount of the employee's annual salary to next highest \$1,000. Full premium paid by Joint Services. Additional insurance can be purchased by the employee.																
PENSION	Under Social Security, 7.65% of the employee's wages up to the prescribed limit paid by Joint Services to match the employee's contribution. Wisconsin Retirement based on Joint Services' contribution of 5.0% of the employee's gross earnings matched by Joint Services. The employee's contribution may be withdrawn at termination before age 55.																
DEFERRED COMPENSATION	Employees may elect to defer part of their income into a retirement plan. This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment.																
EMPLOYEE ASSISTANCE PROGRAM	Employees may contact an EAP staff member of Performance Plus at (262) 687-2777 to arrange an appointment for counseling. A convenient appointment will be set within 24-48 hours. This is a free service provided to you and your dependents and your confidentiality is protected by law.																