



## Northampton Township Position Classification Plan

**Job Title:** Clerk Typist  
**Category:** Non-Exempt

**Department:** Police  
**Supervisor:** Police Chief

### **Position Summary:**

The Clerk Typist is responsible for preparing a variety of police reports, supporting the recordkeeping functions of the department, maintaining data through word processing, and filing and typing.

### **Position Requirements:**

- Perform general clerical duties
- Receive incident reports and cases and process them for review by a police supervisor
- Maintain police records
- Answer telephones
- Process and follow-up on incoming and outgoing police correspondence
- Ability to maintain a professional decorum and display a proper attitude in all dealings with citizens, supervisors and other department personnel
- Maintain accurate records of various items
- Forward fingerprint cards to appropriate agencies
- Forward all pertinent information to the District Attorney's Office for court processing and follow-up on any changes
- Prepare and maintain accurate monthly reports
- Process and remove expunged orders
- Perform record checks requested by government agencies
- Assist detectives on background checks
- Process various inquiries and verification documents

- Type memoranda and inter-departmental correspondences for police supervisors
- Support supervisors and detectives as directed by processing information for assigned cases
- Collect and record fees for investigative reports
- Disseminate correspondence as directed to department personnel
- Manage office supplies
- Maintain office machines
- Perform and delegate other duties as required

### **Qualifications:**

#### **Education and Experience**

- A United States citizen in good standing
- High school graduate or GED
- A minimum of one (1) year of clerical experience

#### **Knowledge, Skills, and Abilities**

- Basic skill in Microsoft Word and Excel
- Excellent communication and interpersonal skills
- Knowledge of office practices, procedures and equipment
- Ability to maintain a professional decorum and display a proper attitude in all dealings with citizens, supervisors and other department personnel
- Ability to read, write and speak English

## **Working Conditions**

The position is part-time Monday through Friday with some occasional evening and weekend hours.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

## **Selection Guidelines**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed 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.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.