

## JOB OPENING ANNOUNCEMENT

**Job Title:** Police Records Clerk

**Report To:** Chief of Police

**Department:** YAPD

**Job Vacancy:** YAN-23-079

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 9/11/2023

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Police Records Clerk will perform a variety of clerical and technical support working with the Administrative Assistant.

### **QUALIFICATIONS:**

- High School Diploma or GED required.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Knowledge of and experience in management of Police Records system.
- Must demonstrate ability on usage of computer software systems, such as WordPerfect, Word, Excel and Police Records program.
- Must pass a comprehensive background check as required.
- Must have an interest in pursuing a Law Enforcement career.
- Must handle all police department business in a confidential manner.
- Must be willing to work after normal working hours, weekends and holidays.
- Must have excellent writing and oral communication skills.
- Must be willing to attend regional police academy to obtain basic police officer certification.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.

### **DUTIES AND RESPONSIBILITIES:**

- Files and maintains a police records system and court subpoena log.
- Prepares crime statistic and activity reports as required.
- Ensures the integrity and confidentiality of police records.
- Answer telephones and greets the public in a professional manner.
- Performs secretarial functions as required.
- Assist the Administrative Assistant in filing reports.
- Supports and interfaces with other employees and Tribal members.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various nation work groups.
- Performs other duties as assigned.

## **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

