

CITY OF MARION, OHIO
Job Description

Job Title: SCHEDULING CLERK
Department: POLICE
Reports To: CHIEF OF POLICE
FLSA Status: NON-EXEMPT, NON-BARGAINING
Pay Grade: 16
Prepared By: POLICE DEPARTMENT
Prepared Date: 01-20-22

SUMMARY: Ensure that special details and overtime are scheduled and assigned in an expedient manner. Track and notify officers of scheduled court appearances, continuances, and cancellations. Assist in compiling bi-weekly payroll for the department. Any other task as assigned by the Chief of Police or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure that special details and overtime are scheduled and assigned in an expedient manner. Track and notify officers of scheduled court appearances, continuances, and cancellations.
- Operate PC based computer systems and related peripherals; utilize appropriate software for maximum efficiency for analytical use and desktop publishing.
- Assist in compiling bi-weekly payroll for the police department. Provide payroll, special duty, and/or overtime reports to Chief of Police or designee.
- Complete reports mandated by the state or the federal government
- Transport evidence to and from crime laboratories.
- Any other task as assigned by the Chief of Police or designee.

QUALIFICATIONS: To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Successful completion of high school. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

LANGUAGE SKILLS: Ability to communicate clearly and concisely, both orally and in writing.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS: Should have knowledge of and skill in the use of computers, Microsoft Windows, Microsoft Office or similar products, and the Internet. Should have the ability to learn new software as needed.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Ohio Driver's License that is without restrictions of any privilege to drive at any time and is free from any requirement of High-Risk Liability Insurance.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform entire essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/ or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.