

ORDINANCE NO. 2006-8

**AN ORDINANCE AMENDING SALARY ORDINANCE NO. 2004-16;
DECLARING AN EMERGENCY THEREFORE; AND FOR OTHER
PURPOSES.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
OZARK, ARKANSAS THAT:

SECTION 1. Police records clerk per attached amended police
department pay scale.

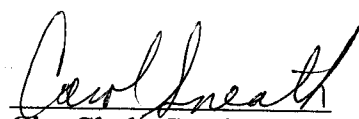
SECTION 2. It being necessary for the preservation of the public
health, safety, peace and welfare, this ordinance shall be in full force and
effect immediately upon its passage.

Passed and approved this 10th day of April, 2006.



Mayor, C. L. Coley

ATTEST:



City Clerk, Carol Sneath

JOB DESCRIPTION

TITLE: RECORDS CLERK

DEPARTMENT: POLICE DEPARTMENT

IMMEDIATE SUPERVISOR: OFFICE MANAGER

SPECIFIC JOB DUTIES AND RESPONSIBILITIES: (OVERVIEW)

- MAINTAIN A VARIETY OF RECORDS AND FILES

- KEEP ACCURATE FINANCIAL RECORDS OF ALL MONIES RECEIVED BY MAIL, IN PERSON OR THE FRANKLIN COUNTY JAIL
- MAINTAIN PETTY CASH FUND
- MAINTAIN ALL RECORDS INVOLVING A.C.I.C. FOR ACCURACY.
- PREPARE MONTHLY AUDIT REPORT AND BE PREPARED FOR YEARLY STATE AUDIT BY A.C.I.C. PERSONNEL
- VERIFY ALL REPORTS ARE COMPLETE AND TURNED IN FROM OFFICERS, CROSS REFERENCE WITH CASE LOG SHEETS
- KEEP AUDIT BOOK OF ALL TICKET BOOKS HANDED OUT AND TURNED BACK IN, VERIFY EACH TICKET IS ACCOUNTED FOR
- PREPARE CITY PROSECUTOR AND OFFICERS FOR COURT TRIALS
- ENTER ALL CRIMINAL & TRAFFIC CITATIONS INTO THE COURT SYSTEM WHICH WILL GENERATE THE PLEA & ARRAIGNMENT DOCKET FOR BOTH CITY COURT DATES EACH MONTH
- PREPARE MONTHLY REPORTS OF OFFICER PRODUCTIVITY
- SEND MONTHLY REPORTS TO STATE AND FBI AGENCIES BY SCHEDULED DUE DATE
- ANSWER TELEPHONE; TAKE MESSAGES AND FORWARD CALLS TO APPROPRIATE PERSONNEL

- RESPOND TO PUBLIC INQUIRIES AND COMPLAINTS IN A COURTEOUS MANNER
 - ANSWER INQUIRIES CONCERNING AGENCY FUNCTIONS AND COMPLETE BACKGROUND CHECKS EITHER VERBALLY OR IN WRITING AS REQUESTED
 - READ AND INTERPRET STATUTES RE: STATE AND LOCAL LAWS AND CITY ORDINANCES
 - OPERATE VARIOUS OFFICE EQUIPMENT (E.G., FAX, XEROX MACHINE, COMPUTER, TYPEWRITER)
 - MONITOR SUPPLIES, DETERMINE NEEDS AND PLACE ORDERS FOR NECESSARY ITEMS
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- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
 - ABLE TO ACCURATELY COLLECT MONIES AND PREPARE DEPOSITS; RECONCILE AND BALANCE CASH DRAWER
 - TYPE POLICE ARREST AND INCIDENT REPORTS INTO COMPUTER
 - TYPE ACCIDENT REPORTS AND MAKE A COPY FOR THE STATE POLICE & NEWS RELEASE
 - KEEP RECORD OF ALL ARREST REPORTS TO FAX TO THE SPECTATOR WEEKLY
 - TYPE LETTERS AND MEMOS AS NEEDED
 - MAKE SURE REPORTS ARE FORWARDED TO D.H.S. OR THE JUVENILE OFFICER IF APPLICABLE
 - KEEP CURRENT CARD FILE ON ALL INDIVIDUALS CITED
 - KEEP RECORD OF ALL OFFICER TICKETS AND WARNINGS ISSUED
 - DO MONTHLY TIME CARD RECONCILIATION ON ALL TIME PAYMENTS
 - KEEP CURRENT RECORDS OF RADAR EQUIPMENT AND DAILY TEST LOG

- KEEP ACTIVE WARRANT FILE AND VERIFY ALL CITY WARRANTS SERVED ARE REMOVED FROM A.C.I.C. TERMINAL
 - KEEP A FILE AT THE P.D. AND THE F.C.S.O. OF ALL STOLEN PROPERTY REPORTS ENTERED INTO A.C.I.C. FOR AUDITORS
 - RECORD ALL JAIL TIME SERVED ON TIME CARDS AND GIVE CREDIT AS NEEDED
 - PREPARE THE CITY PROSECUTOR FOR PLEA AND ARRAIGNMENT
 - GET ALL COPIES OF REPORTS TO OFFICERS WHO HAVE TRIALS NO LATER THAN THE THURSDAY BEFORE COURT
 - REVIEW REPORTS AND ISSUE SUBPOENAS TO ANY WITNESSES NEEDED FOR TRIAL
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- GET CERTIFIED COPIES FROM DRIVER CONTROL FOR ANY DEFENDANT ON TRIAL FOR DRIVING ON A SUSPENDED DRIVER'S LICENSE
 - REQUEST CERTIFIED COURT JUDGEMENTS FOR ANY PRIOR CONVICTIONS LISTED ON A.C.I.C RECORDS
 - KEEP A FILE FOR ALL TICKETS THAT HAVE BEEN DISPOSED OF IN DISTRICT COURT
 - PREPARE A JAIL REPORT EACH MONDAY, WEDNESDAY AND FRIDAY FOR ANY INDIVIDUAL IN JAIL THAT NEEDS TO SEE THE JUDGE
 - VERIFY WEEKLY CASE LOG & ACCIDENT LOG TO MAKE SURE ALL REPORTS ARE TURNED IN, NOTIFY OFFICER IF ANY ARE OUTSTANDING

All of the above information is intended to describe the general nature of this position and may not be a complete statement of all duties, responsibilities and requirements

OZARK POLICE DEPARTMENT 2005

TITLE	1	2	3	4	5	6	7	8	9	10
Chief	To be set by Mayor									
Asst. Chief/Det	\$ 25,940.00	\$ 26,446.00	\$ 26,592.00	\$ 27,458.00	\$ 27,964.00	\$ 28,470.00	\$ 28,976.00	\$ 29,482.00	\$ 29,988.00	\$ 31,000.00
Sgt.	\$ 24,200.00	\$ 24,780.00	\$ 25,360.00	\$ 25,940.00	\$ 26,520.00	\$ 27,100.00	\$ 27,680.00	\$ 28,260.00	\$ 28,840.00	\$ 30,000.00
Detective	\$ 23,500.00	\$ 24,100.00	\$ 24,700.00	\$ 25,300.00	\$ 25,900.00	\$ 26,600.00	\$ 27,200.00	\$ 27,800.00	\$ 28,400.00	\$ 29,600.00
Patrolman	\$ 23,000.00	\$ 23,600.00	\$ 24,200.00	\$ 24,800.00	\$ 25,400.00	\$ 26,000.00	\$ 26,600.00	\$ 27,200.00	\$ 27,800.00	\$ 29,000.00
Office Manager	\$ 19,000.00	\$ 19,700.00	\$ 20,400.00	\$ 21,100.00	\$ 21,800.00	\$ 22,500.00	\$ 23,200.00	\$ 23,900.00	\$ 24,800.00	\$ 26,000.00
Records Clerk	\$ 14,560.00	\$ 15,600.00	\$ 16,120.00	\$ 16,640.00	\$ 17,160.00	\$ 17,680.00	\$ 18,200.00	\$ 18,720.00	\$ 19,760.00	\$ 20,800.00

Probationary Police Officers: Patrolmen with no experience will start at \$20,500/yr and enter the scale at level one when that officer has successfully completed one year probation and graduated from the Arkansas Law Enforcement Training Academy.