



## City of Rockwall RECORDS CLERK

|                     |                            |                   |                           |
|---------------------|----------------------------|-------------------|---------------------------|
| <b>SALARY</b>       | \$20.33 - \$27.09 Hourly   | <b>LOCATION</b>   | 205 W. RUSK, ROCKWALL, TX |
| <b>JOB TYPE</b>     | FULL TIME BENEFIT ELIGIBLE | <b>JOB NUMBER</b> | RECORDS CLERK 06/12/26    |
| <b>DEPARTMENT</b>   | POLICE RECORDS             | <b>DIVISION</b>   | RECORDS                   |
| <b>OPENING DATE</b> | 06/12/2026                 |                   |                           |

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### Description

Under direction of the Administration Sergeant, is responsible for maintaining the integrity of the Rockwall Police records by providing security and preserving the chain of custody as mandated by state law. Employees in this class ensure records and evidence are accurate, complete, logged, and secured for safe keeping and retrieval. Position maintains current knowledge of open record regulatory practices for the purpose of assisting the public with requests. Work requires specialized knowledge of state laws and departmental rules and regulations, and acute attention to detail. Due to the sensitive and confidential nature of information processed, employees in this class exercise considerable discretion in performing duties. Position requires the ability to multitask.

### Examples of Essential Functions

- Position requires regular contact with the public in situations that may involve conflict and require considerable judgment and tact dealing with sensitive and confidential issues. Answers telephone inquiries and greet and assist all visitors/customers as required. Performs follow up on customer concerns and inquiries and is responsible for ensuring that customers receive appropriate services and information.
- Receive, track, respond to and manage Open Records Requests in accordance with the Texas Public Information Act. Enter accident reports, case dispositions, records checks and other related documents into the software system accurately and timely.
- Maintain Class C arrests, monetary deposits, expunctions and work with external reporting systems on turning in timely and accurate information according to state and federal laws.
- Prepare case packets for submission to District Attorney Office by gathering all documents submitted by arresting officer(s); making copies of 9-1-1 calls, body camera videos and patrol car camera videos. Run TCIC/NCIC reports as necessary to complete the case packet.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

### MARGINAL FUNCTIONS

- Performs a variety of administrative/clerical support functions for the Criminal Investigations Division, i.e., preparing criminal cases, answering calls, etc.
- Provides technical support for operating department office equipment.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

## Education and Experience

- High school diploma or GED; supplemented by (5) years administrative support experience; preferably governmental experience
- Ability to serve as a Notary Public
- Spanish Speaking Preferred

## Supplemental Information

### Knowledge, Skills, and Abilities:

- Thorough knowledge of modern records management procedures, state laws regarding such.
- Thorough knowledge of report and record keeping principles and techniques.
- Thorough knowledge of filing principles and methods.
- Considerable knowledge of computer data base information systems and properties in relation to official records management and law enforcement activities.
- Knowledge of principles and official procedures for the collection/storage/retrieval of property/evidence.
- Skill in accurate recording, reporting, and observation.
- Skill in both written and oral communications for effective expression and clarity.
- Ability to establish and maintain effective working relationships with supervisor, department staff and other department personnel.
- Ability to organize and review work for efficient results and accuracy.
- Ability to process multiple tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.
- Ability to exercise discretion in matters of a sensitive and confidential nature.
- Ability to operate general modern office equipment and telephones.
- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; interpret graphs; compile statistics.

### Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.

### Environmental Requirements:

- Tasks are routinely performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

### Sensory Requirements:

- Tasks require visual perception and discrimination.
- Tasks require oral communications ability.

### HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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**Employer**

City of Rockwall

**Address**

385 SOUTH GOLIAD STREET

ROCKWALL, Texas, 75087

**Phone**

972-771-7700

**Website**

<http://WWW.ROCKWALL.COM>

## RECORDS CLERK Supplemental Questionnaire

### \*QUESTION 1

Do you have a high school diploma or GED?

- ☐ Yes
- ☐ No

### \*QUESTION 2

Do you have at least (5) years administrative support experience in a field related to governmental experience?

- ☐ Yes
- ☐ No

### \*QUESTION 3

Do you speak Spanish? (not required)

- ☐ Yes
- ☐ No

### \*QUESTION 4

Do you have the ability to serve as a Notary Public?

- ☐ Yes
- ☐ No

\* Required Question