

September 10, 2025

Ad for position of full-time Records Clerk I:

Applications are being accepted for the position of a full-time Records Clerk I with the Bainbridge Township Police Department. Applications can be downloaded from the Bainbridge Township website. Completed applications must be dropped off by the applicant no later than 3:00 pm on Friday, October 10, 2025, at the Bainbridge Township Town Hall, Fiscal Office currently located at 17822 Chillicothe Rd., Bainbridge Township, Chagrin Falls, OH 44023. Minimum qualifications for the candidates include: must be 21 years of age, must be a citizen of the United States, must have a high school diploma, or equivalent GED with at least one year of clerical experience showing an aptitude of working with the public in a multi-task environment, must be computer literate, and must have the ability to obtain Ohio LEADS certification. Applications will not be accepted from anyone with adult felony convictions. Thorough background testing will be conducted including, but not limited to, a criminal history check and voice stress analysis.

Job description is available on the website: <https://bainbridgetwp.com/job-postings>

JOB CLASSIFICATION AND DESCRIPTION

POLICE RECORDS CLERK I

SUMMARY

Responsible for maintaining, organizing, reproducing, distributing, and purging of police records; answering administrative phone lines; assisting visitors to the police station

PRIMARY RESPONSIBILITIES

- Maintain database of police records, including reports, arrests, and citations
- Distribute subpoenas and other court-related documents
- Classify, index, and store large volume of material
- Perform data entry
- Destroy records when necessary
- Compose and prepare correspondence
- Retrieve files when needed for court cases or referral
- Submit files to supervisors
- Transfer files or make copies as needed
- Write and review statistical reports
- Process film and digital photographs from crime scenes
- Scan files into database for electronic storage
- Maintain security and integrity of database
- Update and organize police records
- Prepare, organize, and distribute copies of official records in accordance with public records law
- Answer administrative phone lines
- Assist visitors in the police station lobby
- Any other duties as assigned by the Chief of Police or his designee

QUALIFICATIONS

- High school diploma or GED equivalent
- One year of clerical experience that demonstrates a general aptitude of working with the public in a multi-task environment
- Ability to perform several tasks at one time
- Computer literate with a knowledge of Microsoft Office, and the ability to work with word processing and spreadsheet programs
- Ability to obtain Ohio LEADS certification
- Applicants must complete all requirements established by Bainbridge Township Police for employment. This may include, but is not limited to, written application, typing test, background investigation, psychological screening to determine suitability for position, polygraph or CVSA examination, and a job-related medical examination including a drug/alcohol screening test.

EXPECTATIONS

- *Must be available and willing to work days, afternoons, and weekend shifts*
- *Must maintain professional appearance, demeanor, and public relation skills*
- *Must be willing to work in team setting with fellow employees*

FLSA Status: Non-Exempt