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## Police Records Clerk Resume

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### Job Objective

Seeking a Police Records Clerk position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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Police Records Clerk  
City of Lake Oswego, Allison Park, PA  
May 2004 – Present

- Provided receipts for monies received and prepared daily cash reports.
- Answered and transferred telephone calls to appropriate personnel.
- Proofread and log accident and arrest reports.
- Made copies of accident and arrest reports to appropriate department.

Police Records Clerk  
City of Frisco, Allison Park, PA  
March 2002– April 2004

- Handled mail – opens and distribute; and ordered office supplies.
  - Prepared assigned correspondence for office staff.
  - Processed pawn tickets and notarized official records and reports.
  - Managed to travel to attend meetings, conferences and training.
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### Summary of Qualifications:

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- Huge experience in handling police records effectively
  - In-depth knowledge of writing police records, reports and other materials
  - Skills in organizing and updating police files, records and repots
  - Familiarity with police duties and functionalities
  - Skills in administering the police station
  - Working knowledge of rules and regulations of a police department
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### Education:

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Associate's Degree in Criminal Justice  
Houston Community College, Houston, TX

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