



South Yorkshire

POLICE**Road Traffic Collision Clerk (CVF)**

District/Department	OSU	Rank/Grade	Band B
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Role purpose:	Record and carry out administrative functions connected with Road Traffic Accidents.
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Summary of main duties

- Prepare and finalise files.
- Liaise with internal and external customers.
- Provide statistical information as and when required.
- Any other duties commensurate with the grade of the post.
- Interrogate/Input/Retrieve various computer packages.
- Input, retrieve and present data using a computer
- Maintain a record management system
- Photocopy, present and distribute documents
- Prepare and print documents using a computer

Competencies/behaviours

Please access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 1
We are innovative and open-minded	Level 1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)

Essential:

Experience of clerical work with a working knowledge of Microsoft packages Word and Excel

Experience of dealing with both internal and external customers



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Ability to be flexible with work commitments

Experience of working with statistical data

Desirable: