

CITY OF CROSSLAKE

Job Description

Title: Police Administrative Assistant	Position Status: Regular Full-Time
Department: Police	Salary: \$46,384 – 60,528
Accountable To: Police Chief	Date:

Job Summary:

The Police Administrative Assistant provides clerical and administrative support to the Police Department, managing all incident reports generated by the Department. Duties include transcription of reports and interviews, proper handling of confidential and privileged information, distribution of reports to outside agencies and records maintenance and general office support. This position provides professional and friendly customer service.

Scope of Responsibility:

The Police Administrative Assistant works under the general supervision of the Police Chief and Sergeant and accepts work assignments from patrol officers. The incumbent may provide emergency backup for other City administrative staff as needed, with prior approval from Police Chief.

Essential Duties and Responsibilities:

1. Supports the police department with transcription, data entry and records maintenance.
 - Maintains LETG incident reports, E-charging, EDWI, etc.
 - Maintains validations, forfeitures, handgun permits, POR updates, CJRS, LEOKA reports, etc.
 - Acts as Terminal Agency Coordinator (TAC) for Police department, ensuring compliance with CJIS/NCIC policy and procedures.
 - Transcribes statements and field interviews completed by patrol officers as requested.
 - Assists officers by performing investigative searches.
 - Reviews officer Incident Case Reports (ICR's) for completion of necessary information and enters all into RMS; creates ICR's; may process ICR's from telephoned reports from officers.
 - Determines Minnesota Offense Code (MOC) for state Criminal Justice Reporting System (CJRS) using the Minnesota Offense Code Manual.
 - Enters information into the Law Enforcement Records System (CIS) and validates for CJRS state entry and makes corrections as needed.
 - Copies photos from disks into computer file.
 - Makes copies of reports for County/City attorney; Social Services, Court Services, Court, probation, etc., submitting tracking offender sheet as determined necessary.
 - Assists in maintaining filing system according to data retention schedule; scans old record into electronic storage.
 - Tracks cases and documents case outcome on RMS.
 - Prepares exhibits showing monthly activity for the information of the City Council.
 - Maintains audio, video, evidence, and vehicle inventory.

2. Provides general department administrative support.
 - Responds to public and outside agency inquiries.
 - Orders office supplies and evidence supplies.
 - Contacts vendors to resolve billing or other problems; maintains record of payment authorizations, ensuring payment.
 - Conducts, submits, and follows up on building maintenance and associated requests.
 - Notifies officers of court schedules.
 - Assists other department staff with computer applications.
 - Maintains multiple websites including Public Safety portion of City Website.
3. Attends ongoing certification and testing as required for this position.
 - Training in TAC, CJRS, CIBRS, Security and Awareness, etc.
 - Certification in CPR, BCA Mobile Access, DVS Access, and Notary, etc.
4. Performs other duties as assigned.
5. Coordinates Short Term Rental Licensing (If and when adopted by City).

Preferred Qualifications:

The job requires one year of post-secondary education and two years of clerical support involving transcription and public contact or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Proficiency in the operation of personal computers and knowledge of Microsoft Office programs required. Demonstrated keyboarding proficiency of 40 words per minute, strong detail skills, transcription skills, and excellent organizational skills required. Knowledge of law enforcement operations. Must successfully pass a Police/Criminal background check and be able to be certified in CJIS/NCIC policy and procedures.

Physical Demands & Working Conditions:

Work is performed in a normal office environment. Intermittent lifting of up to 25 pounds is required. There is intermittent exposure to offensive language or graphic report content. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally charged over an issue. Ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines daily.

There is intermittent driving to transport vehicles or run department errands.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.