



Position Description

Job Title	Administrative Assistant
Department	Police
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides a variety of complex and confidential administrative and clerical duties in support of the Department.

Supervision

Received	Chief of Police
Exercised	Assigns work to Police Officers but does not act in a supervisory capacity and oversees part time clerical staff.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs supervision of Department clerical staff; assigns work; monitors progress; prepares employee evaluations; identifies training opportunities.
- Prepares Uniform Crime Report; records complaints of reportable incidents; classifies complaints according to code; researches detail with officers; checks officer reports for completeness; completes monthly report.
- Perform Notary Public duties as needed.
- Serves as a Time Agency Coordinator (TAC); acts as primary liaison between the agency and Chief; communicates with CIB (Crime Information Bureau); participates in sponsored meetings; provides feedback and recommendations for system improvement; ensures that all physical, personnel, computer and communications safeguards and security are functioning properly and are in compliance

with DOJ (Department of Justice), CIB (Crime Information Bureau), NCIC (National Crime Information Centre) and NLETS (National Law Enforcement Telecommunications System) rules and regulations.

- Serves as the Time System Validation Officer; confirms that Time System records are complete and accurate; consults with appropriate complainants, victims, prosecutors, court, and other individuals as required.
- Responds to requests for police department records in compliance with applicable laws.
- Manages the Wisconsin Incident Based Reporting System (WIBRS).
- Enters parking tickets and payments; sends out letters for overdue tickets; locates fines received in the computer and records payment; maintains records.
- Maintains inventory of Department office supplies; orders and distributes supplies as needed.
- Receives information regarding complaints and incidents from the public; relays to patrol officers as necessary; enters information into computer system; prints complaints and assigns to officer; enters information from officer's reports; records calls broadcast; relays instruction or questions to/from officers; contacts officers to verify location; monitors dispatched units and serves as liaison with caller and officer.
- Checks and enters information on traffic accident reports; enters into computer; verifies names, vehicles, location, etc.; connects names and citations to the complaint; enters disposition; prints out reports for Department and State use; sends out accident reports as requested by insurance companies; etc.; maintains computerized traffic citation records.
- Transcribes police reports.
- Maintains, balances and distributes petty cash account.
- Maintains bicycle license system.
- Prepares court docket for Court Officer and acts in place of Court Officer when needed; represents Department during initial court appearance; documents court actions; reads narrative reports as required by the judge; locates and verifies citation information and restitution; maintains court related documents.
- Processes bad check complaints; sends letter requesting restitution; processes payment if received; forwards to patrol staff if needed.
- Processes Library complaints.
- Issues temporary license plates, burning permits, bow and arrow permits and alarm permits.
- Provides Most Wanted information to local newspaper.
- Maintains Lost and Found on City website.
- Purges records annually in accordance with established procedures.
- Processes non-custody bookings; processes DA and Juvenile referral paperwork.
- Interfaces with DMV regarding suspension and lifting suspension of license plates.
- Assists with application process for new hires; collects information and maintains confidentiality; schedules interviews.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent; at least 1 year of office experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Department policies and procedures (through on the job training).• The use of standard office equipment including computers and related software.• Business English (grammar, spelling, punctuation, tone).
Ability to	<ul style="list-style-type: none">• Understand and follow instructions.• Maintain confidentiality.• Prepare and maintain accurate records and reports.• Multitask and prioritize workload.• Work independently with minimal supervision.• Communicate effectively.• Direct and supervise the work of clerical staff.• Work under stress and resolve problems that may involve conflict and danger; make sound decisions while utilizing available resources.• Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none">• Oral and written communications.• Public relations.

Necessary Special Requirements

Ability to pass a criminal and financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 20 pounds.