

CITY OF DIXON JOB DESCRIPTION

POSITION TITLE: Administrative Assistant / Police Clerk

GROUP: Police Department

REPORTS TO: Lieutenant of Administration & Chief of Police

FLSA STATUS: Non - Exempt

JOB SUMMARY

The position of Administrative Assistant / Police Clerk is assigned with the Police Department. The Administrative Assistant / Police Clerk is under the supervision of the Lieutenant of Administration and the Police Chief. The position is responsible for performing technical, secretarial and office support duties as necessary for the efficient accomplishment of administrative tasks. The position exercises judgment concerning operational procedures, department priorities and activities.

This position requires consistent attention and commitment to the mission and policies of the Dixon Police Department. All related and assigned duties are to be performed in an efficient and effective manner. The job holder must conduct himself/herself in a manner, both on and off duty, which supports the highest standards of the law enforcement profession and does not bring disrepute or unnecessarily endanger the public's trust or confidence in this agency or its members.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Clerical Duties

- Performs technical, secretarial and office support duties as necessary for the efficient accomplishment of administrative tasks.
- Performs duties including the processing and maintenance of traffic arrest records, processing of paperwork necessary in traffic proceedings.
- Enters racial profiling and stop card information to the State of Illinois website.
- Maintains spreadsheet for administrative impound fees and tow fees.
- Establishes and maintains a filing system assuring documents are readily available for reference.
- Types various office correspondence, memoranda, and other documents for administration using word processing equipment.
- Gathers information for report processing and inquiries.
- Receives and handles telephone calls and walk-in public.
- Dispatches officers to calls for service.
- Performs other tasks as required.

2. Administration

- Provides administrative support for the Lieutenants and Chief of Police including high level clerical and low level professional work as needed.
- Delivers correspondence, citations and arrest reports on to the correct agency, i.e. State's Attorney, City Attorney, Circuit Clerk, or Juvenile Probation.
- Maintains and stores all photographic evidence.
- Transcribes interviews and overhears for case documentation.
- Law Enforcement Agency Data Systems certified to run license plate information, driver's license information, criminal history data, etc.
- Registers sex offenders, maintains and updates spreadsheets with offender information, emails registration forms and photos to the State of Illinois.
- Maintains Laserfiche software that scans and saves supporting documents, tickets, evidence receipts, and citations, according to statute.
- Provides evidentiary photographs as requested by the State's Attorney or City Attorney
- Copies evidentiary videos and digital statements as requested by the State's Attorney or City Attorney
- Provides identification cards for all city employees, Lee County Sheriff employees, Dixon Rural Fire employees, local banks, and CASA volunteers
- Manages, inventories, and purchases supplies for efficient office operations.
- Fills in as required for Police Clerk as needed.
- Fills in for Administrative Assistant / Evidence Custodian as needed.

3. Computers

- Utilizes and develops complex data processing resources necessary for efficient department operations and management information.
- Assists in troubleshooting computers, printers, copiers, and phones

4. Special Projects

- Trains clerical personnel
- Completes projects and performs administrative directives and special orders for the Lieutenants and Chief of Police.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Extensive knowledge in the application and use of advanced office and data management equipment, including word processing, spreadsheet, database and other automated systems.
- Extensive knowledge of the operating procedures of the department and its personnel.
- A high level of personal management and interpersonal skills are required including a high level of organizational skill.
- Knowledge of laws pertaining to sex offenders and registration requirements.
- Ability to communicate effectively in oral and written form in order to furnish and obtain information from other departments.
- The ability to follow oral and written instructions;
- The ability to maintain the confidence and trust of the Lieutenants and Chief of Police.
- A high level of problem solving ability, self-initiative and a willingness to work a majority of the time without direct supervision.
- The ability to analyze situations and make decisions that are consistently in line with the agency's mission, goals and objectives.

- Ability to establish effective working relationships with employees and the public.
- Ability to work a 40-hour work week.

MINIMUM QUALIFICATIONS REQUIRED

Education

- High School graduation or equivalent is required. Two years of secretarial / business college coursework is desirable.

Experience

- Two years of dispatching experience is desired.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions 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.

While performing the duties of this position, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other office equipment; and to reach with hands or arms. Employees are required to walk, kneel, stoop, climb and stand and lift up to 20 pounds of force occasionally, and the use of arm/or leg controls that require exertion of forces greater than that for sedentary work. Specific vision abilities required by this job include close vision, use of both eyes, ability to adjust focus and to distinguish basic colors and/or shades.

Employees are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; interact with the general public, vendors, public agencies, employees and others who may be encountered during the course of work

Employees work under typical office conditions, and the noise level is usually quiet. Employee may interact with upset staff and/or the public and private representatives in interpreting and enforcing laws and codes.