

**City of Centerville
Job Description**

Job Title: Administrative/Records
FLSA Class: Non-Exempt
Reports to: Police Chief
Date Revised: 06/2014

Department: Police
Pay Scale: General Government
Grade/Step:

POSITION SUMMARY:

Due to the nature of the information and the possibility of liability involved with the sensitive information handled by the Police Department and Municipal Court, this employee must be dedicated and very mindful of confidentiality at all times. The employee's communication skills must be above average. He/she must have an above average knowledge in operating computer equipment. Due to the type of work that will be required, he/she must have extended knowledge of office management.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receiving and verifying all reports.
- Distribution of copies of forms and reports to courts and prosecutor when required/requested.
- Indexing and filing department copies of all reports.
- Completing and forwarding fingerprint cards to G.C.I.C.
- Completing and forwarding O.B.T.S. forms to G.C.I.C.
- Entering, updating and cancelling G.C.I.C./N.C.I.C. entries.
- Certified T.A.C. operating, required by G.C.I.C. rules.
- Extracting data for and creating Uniform Crime Reporting (UCR) reports.
- Records processing – all forms used in the incident reporting and records management systems, including but not limited to complaint cards, incident reports, miscellaneous incident reports, supplemental reports, uniform traffic citations and accident reports. (Note: these reports are used to compile data used for UCR reporting as well as departmental reports. These reports will be used for preparing individual index cards or computer entries for each complaint, victim, suspect, witness, arrest, alias names and Criminal History Information files.)
- Creating master index card or computer files.
- Arrest and booking reports.
- G.C.I.C. and N.C.I.C. work sheets for computer entries on the State and National levels.
- Operate G.C.I.C./N.C.I.C. computer to make inquiries and entries: registration checks, license information, stolen/wanted checks, Criminal History Information Records, driver's license histories, BOLO's, missing/stolen/recovered property inquiries, etc.

- Operate Computer Aided Dispatch (911) system computer; entry/inquiry system used for operations of County-wide law enforcement; joint use of reports and information.
- Operate Centerville Police Department personal computer; entries/inquiries/design programs/alter same; incident reports, receipts, Criminal History Information and folders, BOLO's, Arrest/Booking reports, supplemental reports, Bond forms, O.B.T.S. forms.
- Programming usage in the design and operation of the Police Department personal computer; design/build applications, alter and/or enter information used in the Police Department filing system; detect and repair errors within these programs; design and build entry/report formats; word processing document files, card manager programs; design/entry information into other non-essential programs; internal file maintenance; proper storage/retrieval/backup of all computer-generated files and data;
- Maintains all records, reports, criminal history information within the Police Department; entry/inquiry of all reports required for local, State and/or Federal Court systems; maintain/create/update bench warrants issued by Centerville Municipal Court; maintain/create/update all time payments; provide City Auditors with accurate entries and information for annual audit procedures.
- Maintain, update, file all official bulletins from State and Federal Agencies; G.C.I.C/N.C.I.C. bulletins/rules; F.B.I – State Crime Lab reports; regulations; make copies for officers' read file.
- Maintain/update/file Criminal History Records; maintain the security of such information as required by law.
- Maintain all correspondence received; taking appropriate action as necessary for distributing, answering and filing of the same.
- Copy/file/update and forward all copies of reports required by other agencies; local, state and federal.
- Copy and forward all copies of reports requested by insurance companies and public requests.
- Generate/design/print all monthly and yearly reports required by the Chief of Police, Mayor & Council, city staff, officers and the public.
- Maintain/file/update all departmental training records.
- Maintain and request training records from local and state agencies.
- Answer phones – direct calls to the appropriate PD staff, city staff or other agencies.
- Collect and maintain files of departmental personnel time sheets; forward time sheets to Police Chief for review/approval.
- Assists City Clerk with updating and maintaining web page by providing update Police Department information.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the court system and the various forms filed through the court;
- Knowledge of law enforcement practices and procedures.
- Knowledge of municipal ordinance and/or laws (criminal, civil and traffic) and departmental policies and procedures as well as the legal rights of the general public, suspects, arrestees and those convicted.
- Knowledge of Municipal Court processes in order to assist with Municipal Court as requested.
- Knowledge of required steps to transmit data to local, state and federal agencies.

- Skill in oral and written communication.
- Skill in basic clerical tasks.
- Skill in dealing with the public.
Ability to follow oral and written instructions.
- Ability to multi-task.
- Ability to communicate with the general public effectively both orally and in writing.
- Ability to understand and explain city policies, procedures, rules and regulations.
- Ability to gather and compile data for reports.
- Ability to meet the general public and discuss problems and complaints.
- Ability to oversee Municipal Court bailiffs.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Administrative Assistant shall possess at least a High school diploma or GED required with two years experience in general office and secretarial work or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. This position requires a strong knowledge of computers.

SUPERVISORY CONTROLS and/or RESPONSIBILITIES

The City Clerk assigns work in terms of standardized instructions requiring the use of some judgment. Completed work is reviewed for compliance with department and city policies. The Administrative Assistant does not have any supervisory responsibilities.

TRAVEL

The Administrative Assistant may be required to periodically travel to meetings held throughout the state of Georgia. The Administrative Assistant must possess a valid driver's license and must have access to reliable transportation. The Administrative Assistant is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

GUIDELINES

The Administrative Assistant utilizes regulations and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, and other requirements set forth by state and federal government entities.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to transfer information from one source to another. The incumbent must be able to inform individuals of the law and of legal procedures in a non-confrontation manner. The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts

of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to compute percentage and be able to interpret various graphs.

COMMUNICATION SKILLS:

Must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information or provide service. Contacts are generally made with city employees, state, federal and other local entities and the general public.

REASONING ABILITY:

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, or diagram form. The incumbent must also have the ability to address unique problems as well as to address multiple problems involving several variables in standardized situations.

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. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is within an office with noise levels usually being low to moderate.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____