

**ADMINISTRATIVE ASSISTANT II-A POLICE
(Records Technician)**

NATURE OF WORK

This is a varied, non-emergency clerical position involving the skillful operation of the computer, radio system, and telephone system. Work involves the performance of a variety of clerical duties including filing, typing, data entry, collating, and retrieval of documents. Work is performed under the supervision of the Police Office Supervisor.

ESSENTIAL JOB FUNCTIONS

1. Performs a variety of moderately complex clerical tasks, such as compiling and preparing statistical reports; maintains records and files.
2. Types various reports, letters, memos, documents, and other correspondence from rough drafts, verbal instructions, dictating machines, or established procedures.
3. Enters offenses, arrests, and other information into computer; retrieves information as needed from the computer. Reviews reports for errors and makes necessary changes.
4. Answers phone lines, directing calls and taking messages. Responds to inquiries on department services and functions.
5. Assists public at information window; provides copies of various reports and information to the public; issues nightly parking permits and releases impounded vehicles.
6. Monitors radio and assists officers on two-way radio.
7. Monitors weather broadcasts and coordinates appropriate contacts and action during major emergencies and large community events.
8. Operates a variety of office equipment.
9. Performs other duties related to the position as apparent or assigned.

REQUIRED QUALIFICATIONS

High school graduation or equivalent.

Supplemental coursework in computers and clerical subjects.

Two years related experience performing responsible clerical duties, with an emphasis on data entry.

Ability to perform data entry with speed and accuracy.

Ability to obtain a BCA certification for computer access within one year of employment.

DESIRED QUALIFICATIONS

Three or more years of related experience performing responsible clerical duties with an emphasis on data entry.

Experience and/or training in the use of Microsoft Office Suite software.

Previous work experience in a law enforcement agency.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of English, spelling, and punctuation.

Knowledge of modern office practices and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES Continued

Knowledge of the street and highway system and geography of the city and surrounding area, or the ability to acquire such knowledge in a relatively short period of time.

Some knowledge of police work and the general statutes relating to police powers and of the rules and regulations pertaining to the department, or the ability to acquire such knowledge in a relatively short period of time.

Ability to treat police matters confidentially.

Ability to prepare and maintain accurate and complete records and reports.

Ability to develop the skills required in the operation of the computer system, telephone system, and radio system.

Ability to deal with other employees and the public in an acceptable manner.

Ability to establish and maintain effective public relationships, and to clearly and courteously explain and interpret state and federal laws and local ordinances.

ADMINISTRATIVE ASSISTANT II-A POLICE

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	F	1,4,5,6,7,8	Work Alone w/out other employees	O	1,2,3,4,5,6,7,8
Moving About	F	1,3,5,6,7	Work With Others (the public or other employees)	F	1,2,3,4,5,6,7,8
Sitting	O	1,2,3,4,5,6,7,8	Work Around Other Employees	F	1,2,3,4,5,6,7,8
Physical Strengths and Demands			Public Contact	F	5,8,9,10
Lifting-Push & Pull While Stationary			Shift Work	O	1,2,3,4,5,6,7,8
Sedentary-up to 10 lbs.	F	1,2,3,4,5,7,8	Extended Day	O	1,2,3,4,5,6,7,8
Light Work-11 to 20 lbs	V	1	Inside	C	1,2,3,4,5,6,7,8
Medium Work-21 to 50 lbs	V	1	Outside		
Heavy Work-51 to 100 lbs			Confined Area	O	1,2,3,6
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	O	1,4,5,7,8	Wet and/or Humid		
Light Work-11 to 20 lbs	V	1	Noise	O	1,2,3,4,5,6,7,8
Medium Work-21 to 50 lbs	V	1	Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment	F	1,2,3,4,5,6,7,8
Very Heavy-over 100 lbs			Electrical Equipment	F	1,2,3,4,5,6,7,8
Climbing			Pressurized Equipment		
Balancing	V	1,5	Burning Material/Equipment		
Stooping	O	1,5	Explosive Material/Equipment		
Kneeling	V	1,5	Radiant Energy		
Crouching	O	1,5	Moving Objects	F	1,2,4,6,7
Crawling			High Places		
Reaching	O	1,5,6,7,8	Fumes/Odors		
Twisting-Sitting	F	1,2,3,4,5,6,7,8	Dirt/Dust		
Twisting-Standing	F	1,4,5,6,7,8	Gases		
Handling	F	1,2,3,4,5,6,7,8	Poor Ventilation		
Fingering	F	1,2,3,4,5,6,7,8	Other (Specify)		
Feeling	F	1,2,3,4,5,6,7,8	Other (Specify)		
Talking	F	1,4,5,6,7,8			
Hearing	F	1,2,3,4,5,6,7,8			
Seeing - Near Vision	F	1,2,3,4,5,6,7,8			
Seeing - Far Vision	O	1,7,8			
Seeing - Depth Perception	O	1,2,3,4,5,6,7,8			
Seeing - Color Vision	F	1,2,3,4,5,6,7,8	Codes:		
Seeing - Field of Vision	O	1,4,7,8	Blank - Not Present		
Smelling	O	1,2,3,4,5,6,7,8	V = Very Infrequent 1 to 2 times a week		
Walking	F	1,2,3,4,5,6,7,8	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8	F = Frequent - 1/3 to 2/3 of time		
Driving			C = Constant - More than 2/3 of time		
Other (specify)					
Other (specify)					