Police Administrative Assistant

Nature of Work

This is responsible administrative and accounting work providing assistance and support for Rockwood Police Department office operations. Activities associated with the job include receiving and screening visitors and telephone calls, transcribing and typing correspondence and reports and preparing and maintaining files and related documentation. Additional activities include serving as the departmental receptionist, reviewing incident reports and related information accuracy and thoroughness, assisting law enforcement personnel with case notes and histories and preparing and maintaining personnel files, duty rosters and payroll records. Additional activities include entering incident and arrest reports into the TIBRS system, filing city officer issued citations and providing copies to the City Clerk and overseeing the issuance of court ordered subpoenas. Job responsibilities require thorough knowledge of the practices and protocols associated with law enforcement operations, considerable knowledge of police planning and staffing techniques, strong organizational, interpersonal and decision making skills and considerable experience working in policing operations. Job performance is evaluated by the Deputy Chief in conjunction with the Chief of Police through review of the level of administrative support provided to the department, knowledge of law enforcement standards and procedures, accuracy and thoroughness of completed work, organizational, interpersonal and decision making skills and ability to plan and organize job related activities.

Illustrative Examples of Work

-Receives and screens visitors and telephone callers, provides general information and/or refers them to the appropriate party.
-Transcribes and types correspondence, reports, minutes and other documents as required.
-Prepares and maintains departmental files and related documents.
-Maintains copies of citations, warrants and traffic accidents and submits to the city and state as required.
-Receives, reviews and submits criminal offense and accident reports to the state and accesses information in the statewide database (TIBRS).
-Takes, records and transcribes dictation of minutes of meetings, correspondence, memoranda, reports and other materials.
-Receives, processes and logs applications, official documents, permits and confidential information and correspondence.
-Receives, receipts and records fees collected for various law enforcement activities and services.
-Assists law enforcement personnel with preparing case histories and notes.
-Prepares and maintains personnel files including duty rosters and payroll records.

-Posts and makes entries in account books and other financial records and maintains mailing lists, files and related information.
-Assists with preparing and maintaining records and related documentation pertaining to internal investigations.
-Reviews all officers' reports for accuracy and thoroughness and files all reports generated by the police department.
-Attends the annual data collection review classes provided by the Tennessee Bureau of Investigation to remain current on all policy changes.
-Assists with departmental purchasing activities when necessary.
-Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional training and education in criminal justice, police science or related field; considerable experience working for a law enforcement agency; thorough knowledge of law enforcement practices and procedures; good organizational, interpersonal and decision making skills; ability to compile and analyze data and prepare accurate and comprehensive reports; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

-Considerable knowledge of the principles, practice and techniques associated with police activities for both sworn and non-sworn personnel.
-Considerable knowledge of the statewide database utilized for criminal offense and accident reports (TIBRS).
-Knowledge of the techniques, principles and techniques associated with management of law enforcement agencies.
-Considerable knowledge of proper grammatical practices utilized for the preparation of memoranda, reports, correspondence, etc.
-Considerable knowledge of acceptable cash handling and management methods and practices including the receipt, disbursement and deposit of funds.
-Considerable knowledge of commonly utilized computer software programs including word processing, spreadsheet and data management applications
-Knowledge of and training in the concepts of law enforcement planning and police and public administration.
-Ability to effectively communicate in both oral and written form.
-Ability to compile data and prepare accurate and comprehensive reports.
-Ability to interact in an affective and professional manner with co-workers, law enforcement personnel, local officials and the public.
-Ability to type and transcribe dictation accurately at a reasonable rate of speed.
-Ability to perform routine accounting transactions in a consistently accurate manner.
-Ability to prioritize daily, weekly and monthly activities in an efficient and effective manner and ensure the timely completion of all assigned duties.
-Ability to remain current on all new developments impacting law enforcement activities.
-Skill in the use of commonly utilized software programs including spreadsheet, word processing and database management applications.

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness or work, and observing surroundings and activities; the worker is subject to inside and outside environmental conditions.

Necessary Special Requirements

-Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
-Current TIBRS Certification.