

POSITION DESCRIPTION

City of Monett

Monjob83

JOB TITLE: Police Administrative Assistant/Communications Supervisor

DEPARTMENT: Police

SALARY RANGE: Payroll – Level 7

IMMEDIATE SUPERVISOR: Police Chief

ESSENTIAL FUNCTIONS

I. Schedule/Calendar Related Activities 33% of Time

- A. Creates, tracks, and maintains the schedule for the Police Department's Detective, Communication and Patrol Divisions assuring for accuracy.
- B. Schedules and clarifies appointments for the Chief of Police assuring for accuracy and professionalism.
- C. Receives notification of pending travel. Obtains all details of travel plans assuring for thoroughness and accuracy.
- D. Begins an examination of all options and, as appropriate, selects the best travel options including travel, lodging, and ground transportation matters attempting to accommodate the travel requirements and budget restrictions. Notifies traveler of the available travel options; books travel.
- E. Assists with budget process for police, 911 and communications assuring for accuracy. Responds to requests by supervisor assuring for accuracy, timeliness and professionalism.

II. Clerk Related Activities 34% of Time

- A. Reviews, maintains, enters and disseminates all police reports assuring compliance with applicable rules, policies, and regulations. Enter all general purpose reports into information database. Assures for accuracy and confidentiality.
- B. Collects fees for report requests and animal control fees from the

public assuring for accuracy, compliance with established financial controls, and for professionalism.

- C. Oversees record management for the Police Department including storage and file destruction assuring for confidentiality, compliance with all applicable policies, laws, and rules.
- D. Drafts letters, memos, and other correspondence as requested assuring for accuracy and timeliness. Returns correspondence for edits and reviews as needed assuring for professionalism.
- E. Presents records in court when a subpoena is presented assuring for accuracy and professionalism.
- F. Completes and submits all fingerprint cards in conjunction with criminal history records assuring for accuracy.
- G. Researches, writes, and maintains grants for the department, completes all needed follow-up.
- H. Administers all ordering and purchase order documentation. Codes all bills and documents as needed assuring for accuracy and compliance with budget requirements.
- I. Calculates, collects and submits all employee time sheets assuring for accuracy, professionalism, and compliance with applicable policies and practices.
- J. Researches and prepares monthly Uniform Crime Reports, and Council Reports, assuring for accuracy and timeliness.
- K. Maintains department personnel files assuring for accuracy and timeliness.
- L. Maintains Sexual Offender files and release upon request assuring for accuracy and professionalism.
- M. Enters Municipal Court case dispositions assuring for accuracy and timeliness.
- N. Creates and maintains officer training and POST certification files

assuring for accuracy.

- O. Tracks and balances drug forfeiture bank account assuring for accuracy and timeliness.
- P. Oversees supply inventory and orders supplies as necessary assuring for timeliness.
- Q. Performs Communications Officer duties as necessary assuring for professionalism.
- R. Assists with citizen request for services including citizen walk-in requests; answers telephone assuring for timeliness.
- S. Distributes mail received assuring for timeliness.
- T. Assists in the hiring process including advertisement of position and testing process assuring professionalism.
- U. Maintains Juvenile Files assuring for accuracy and professionalism.
- V. Completes and submits administrative Driving While Intoxicated paperwork in accordance with Department of Revenue regulations.

III. Evidence Related Activities 33% of Time

- A. Develops, recommends, and maintains evidence policies.
- B. Logs all evidence and property for safekeeping, assuring for accuracy and compliance with all established policies.
- C. Transports evidence and property to crime analysis lab for processing. Follows all applicable procedures.
- D. Returns property to authorized agents. Oversees the destruction of evidence and property assuring compliance with all related policies.
- E. Presents evidence in court when a subpoena is presented.
- F. Monitors and reconciles all cash receipts received as evidence for the department.

- G. Submits unclaimed evidence and property to the appropriate State Office and completes the required documentation assuring for accuracy and timeliness.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Computer literacy.
- ◆ Three or more years experience in municipal setting.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Normal memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch