

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE:	June 24, 1995
REVISED:	July 10, 1998
REVIEWED:	June 23, 2009
REVIEWED:	February 11, 2020
REVISED:	April 20, 2021

Title: Clerk/Transcriptionist **Department:** Police Department **FLSA Status:** Nonexempt

General Summary:

This is an administrative position which performs typing and routine clerical duties within the Watertown Police Department.

Reporting Relationships:

Under the direct supervision of the Investigations Sergeant. Responsible for clerical and office duties involving the support of the administrative function of the department. Refer more complicated matters to supervisors. Work of a confidential and sensitive nature.

Specific Accountabilities:

1. Operate a standard PC with a good understanding of Microsoft Office Suite of programs to prepare a variety of dictated or handwritten material from rough drafts, corrected manuscripts, reports, legal documents, telephone transcripts, etc. in a timely fashion.
2. Provide routine information from records in response to telephone or personal inquiries.
3. Initiate routine correspondence, forms, and reports in accordance with procedure.
4. Assist in checking and verifying department records.
5. Operates office equipment such as a calculator, cash register, and copy equipment, printer, and "FAX" machines.
6. Maintain files of correspondence, forms, records, reports, and other materials.
7. Responsible for maintenance of transcribing equipment.
8. May assist other personnel in Support Services Bureau.

Required Knowledge, Skills and Abilities:

Graduation from High School (or HSED equivalent) with major course work in office occupations with one (1) year of office experience and an equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

- Working knowledge of business English, spelling, and correspondence formats.
- Working knowledge of current office practices and procedures.
- Ability to type rapidly and accurately at a speed of not less than fifty (50) words per minute.
- Ability to operate office equipment and word processor (computer automated software and peripheral equipment.)
- Ability to understand and follow instructions.
- Good working knowledge of, and the ability to maintain filing systems.
- Ability to establish and maintain effective working relationships with coworkers, and to tactfully deal with the public.
- Ability to effectively work under stressful conditions.

New

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DATE: August 15, 2023
REVIEWED:

Title: Investigations Specialist **Department:** Police Department **FLSA Status:** N/A

General Summary

This is a full time position in the Investigations Division of the Police Department. This position is responsible for the performance of moderately complex and varied clerical duties in the Investigations Division along with being responsible for the performance of complex and varied duties within the department's property/evidence room. This position coordinates the online sale of city property for all city departments and disposes of abandoned property through online auction.

Reporting Relationships:

Under the direct supervision of the Investigations Sergeant, however, from time to time may receive supervisory direction from other departmental supervisors.

Specific Accountabilities:

Administrative Responsibilities

1. Work with Investigations staff, other department personnel, and the public.
2. Maintain Investigative files, forms, records, reports, correspondence, and documentation.
3. Provide Investigative files and other information to other agencies, including District Attorney Offices, and Human Services departments through the use of various electronic delivery systems.
4. Provide routine information from investigative files and records in response to telephone, fax, e-mail, and personal inquiries.
5. Updates department computer records management program to record when records are sent to the District Attorney, Human Services or any other agency or entity.
6. Provide copies of videos, DVD's, digital photos and other digital media as needed in response to discovery requests from the District Attorney's Offices, record requests and court requests for information.
7. Assist department typists with the typing of dictated police reports as directed.
8. Aid the public at the records service window as needed.
9. Track and document Domestic Abuse and Burglary statistics.
10. Prepare, coordinate, and track bi-annual sex offender verification.
11. Report non-compliant sex offenders to the Wisconsin Department of Justice for follow up.
12. Perform property validations for items listed in national databases as stolen.

Property – Evidence – Sale of Unused or Abandoned Items

1. Maintain accurate record of all evidence/property transactions and dispositions, via the property computer software system.
2. Transfer evidence/property from temporary to permanent storage locations.
3. Maintains chain of custody once evidence enters the department's property system.
4. Research reports, reviews public records, utilizes the Wisconsin TIME system and other sources of information to determine status of cases and owners of property; attempt to locate owner, utilizing all resources available; send letters, respond to and follows court orders, and complete property release forms

New

- necessary for the disposal of property; return property to owners; and update records and computer systems to reflect disposal.
5. Gather, classify, store, and prepare abandoned and seized property for city auction, donation, destruction, or department use. Coordinate destruction or disposal of abandoned and seized property. Update records and computer system to reflect disposal.
 6. Follow Federal, State, and local laws and ordinances as they pertain to the disposal or return of property. Follow department and City policy as it pertains to the disposal of property and maintenance and safekeeping of public records.
 7. Regularly sell old, outdated, or unused city property utilizing Wisconsin Surplus Auction for all City of Watertown Departments except the Fire Department. As part of this process prepare photos, descriptions, and postings for the sale of said property. Coordinate with Wisconsin Surplus Auction and buyers in regard to the transfer of property or issues which arise through the sales process.
 8. Ensure that evidence is transported or transferred to appropriate agencies such as the State of Wisconsin Crime Lab, Wisconsin Department of Hygiene Lab, or Wisconsin Department of Justice when necessary. Prepare Wisconsin Crime Lab Transmittal form for the Wisconsin State Crime Lab or Request for Forensic Examination/Transmittal of Digital Evidence Form for the Wisconsin Department of Justice - Division of Criminal Investigation.
 9. Transfer counterfeit U.S. Currency received in the property room to the United States Secret Service.
 10. Make copies of evidentiary videos, DVD's, digital photos, and other digital media as needed for safekeeping as evidence, public records requests, court and district attorney's office requests.
 11. Access the squad video server to ensure the transfer of squad video from marked patrol units to the server. Regularly maintain and reset the server when downloading or video transfer issues occur. Follow through with officer requests to save video for evidence and transfer video from the squad server to safekeeping in evidence.
 12. Ensure proper evidence labeling and packaging guidelines are followed.
 13. Conduct evidence/property inspections and audits as directed and required by policy to insure adherence to department policy and procedure.
 14. When mandated complete a property inventory of all property/evidence in possession of department.
 15. Coordinate with detectives, patrol officers and other agencies on evidence/property.
 16. On at least a weekly basis empty the drug drop box in the police department lobby. Secure the drugs from the drug drop box and coordinate bi-monthly sorting and packaging of the drugs from the drug drop box to be disposed of through the State of Wisconsin – Department of Justice.
 17. Identify and mitigate adverse property room conditions such as vermin, insects and water or sewage leaks. Regularly check equipment such as freezers, heating and ventilation systems, locks and other property room equipment to ensure it is working properly and identify when repair or replacement is necessary in order to maintain evidence and property safekeeping.

Required Knowledge, Skills, and Abilities:

The ability to perform work that is confidential in nature and tasks that are subject to review for accuracy and completeness. Graduation from high school or HSED equivalent, plus work experience and an equivalent combination of education, experience, and training which provides the following knowledge, abilities, and skills:

- Excellent written and oral communication skills.
- Ability to effectively communicate with others in person, by telephone, or in electronic format.
- Working knowledge of modern office practices and procedures.
- Ability to establish and maintain effective working relationship with all levels of personnel within the department and other City Departments, as well as with personnel of the District Attorney's office, Human Services, the City Attorney's office, Watertown Municipal Court, and other law enforcement agencies as appropriate.
- Knowledge of the National Crime Information Center (NCIC) and the Criminal Information Bureau (CIB) criminal history systems, and the departments records management system.
- Maintain TIME system certification.
- Knowledge of property/evidence room procedures, packaging, and general procedures.
- Knowledge of records retention laws and retention requirements of public records.
- High degree of proficiency in computer skills, including: word processing, desktop publishing, database, and spreadsheet programs such as Word, Excel and Adobe.
- High degree of proficiency in creating and maintaining filing and records systems.

Nea

- Ability to effectively manage multiple tasks with minimal supervision.
- Ability to work varied work hours if needed.
- Good knowledge of local, state and federal laws, ordinance, policies, guidelines and court rulings pertaining to the disposition of evidence and property.
- Previous court, paralegal, or law enforcement experience is desirable.
- Valid Wisconsin Driver's License.
- Perform other administrative office duties as requested.
- Ability to understand and follow instructions.

Work Conditions and Physical Requirements:

- Ability to lift 40 pounds above shoulders.
- Work at offsite evidence/property facility may include exposure to elements.

Employee Acknowledgement: _____

Print

Date: _____

Signature

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION	
Employee Name	Kirstie Ewing, Virginia Downs	Employer Name	City of Watertown Police Department	
Job Title	Investigations Specialist	Work Location	Watertown, WI	
Department	Police	Division	Investigations	
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)		
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant	

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties		Frequency	% of Annual Total Time
Correspond with District Attorney / Human Services in Reference to Reports and Records Transfer and Communication		D	20 %
Digital Evidence / Squad Video preservation		D	18 %
Physical Evidence – Collect, Maintain, Purge per Chain of Evidence Requirements		D	20 %
Discovery Procurement for District Attorney's Office, Defense Attorneys, Municipal Court		D	10 %
Format Officer Reports to Present a Uniform and Professional Appearance		D	10 %
Compile and Attach Case Paperwork in the Computerized Records Management System		D	10 %
Maintain Domestic Abuse, Burglary and Graffiti Spreadsheets		M	1 %
Correspond with Other Police Jurisdictions to transfer reports and digital evidence		N	3 %
Work with Citizens for the Return of Property, Maintain Office & Evidence Room Supplies		N	2 %
Transcription of reports and other records		N	2 %
Vehicle Auction, Abandoned Vehicle Disposal, SORP registration tracking (2x/year)		A	2 %
Prescription-Drug Sort Coordination & Disposal, Property Room Inspections & Audits		Q, N	2 %

SECTION 3**TOOLS AND TECHNOLOGY**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

CIS (Computerized Information Systems), MS Word/Excell/Outlook, Adobe Acrobat, Axon (evidence.com), WILENET, eTIME, TIME, Track-Kit, WI Surplus, PirateShip, OneDrive, Jefferson Land Records, WI CCAP, Google, VLC Media Player, Exac-Vision IVR, Phone, Photocopier, Fax, Scanner, Shredder, Printer, L3 Video System

SECTION 4**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determine proper routing and preservation of Reports/Records/Evidence for judicial system needs (District Attorney, City Attorney, Defense Attorneys, citizens, other agencies, etc.) Adjust report settings for format, review and organize officer-submitted paperwork and electronically attach paperwork to case files.	Understanding intricacies of the Crim Justice systems, computerized records systems, records and evidence rules, word processing software,	Computer systems, communication with partners, training, supervisor, policy & procedure	Investigations Sergeant, Captain, Assistant Chief
Preserve property and evidence in the evidence room	Understanding evidence retention & chain of custody rules, and our computer system and evidence room policy and procedures	Training, policy & procedure, supervisor	Investigations Sergeant, Captain
Preserve officer reports for the Criminal Justice System (District Attorneys, City Attorney, Defense Attorneys, etc.)	Understanding policy and procedures for WTPD and the various other partners in the Crim Just system, and communication and transfer methods to those other entities.	Training, policy & procedure, supervisor	Investigations Sergeant
Determine what and when property can be destroyed/returned/disposed of	Understanding intricacies of our Crim Just system, understanding our policy and procedures, understanding rules of evidence	WI State Crime Lab's evidence book, training, policy & procedure, supervisor	Investigations Sergeant
Compilation of Crime Statistics for the city –	Understanding our record-keeping systems	Our computer system,	Investigations Sergeant

Domestic Abuse, Burglary, Graffiti	and data collection, analysis and presentation	training, supervisor	
Plan, schedule and organize own work	Prioritize duties with intricate knowledge of and experience with the Criminal Justice System and WTPD policy and procedures to ensure timely transfer of necessary records/evidence/information	Training, policy & procedure	Investigations Sergeant

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
District Attorney's Office Personnel	Daily for Records and evidence sharing/collaboration	Transfer of records/evidence
WTPD Detectives, Officers, Dispatchers	Daily for routine work contact – reports, cases, evidence	Fix their errors & oversights, collaborate on reports retention
Investigations Sergeant	Daily for receipt of assignments, assistance for unusual circumstances	Oversight & assistance
Special Operations Captain	Occasionally for Evidence Room Audits	Oversight
Records Clerk	Frequently for records retention collaboration	Collaboration on both ends of the process
Human Services Office Personnel	Almost daily for Records and evidence sharing	Transfer of records/reports
Citizens	Occasionally for Evidence disposition	Return evidence/property
WTPD SRO, others as available	Occasionally for Working together on occasional projects	Extra hands needed for occasional lengthy projects like the drug sort
WTPD Drug Task Force Investigator	Frequently for Disposal of illicit drug evidence	DTF is mandated as the destroyer of drug evidence that's no longer needed
Municipal Court Clerk	Occasionally for records sharing / collaboration	Municipal Justice System process, usually concerning citations, reports, etc.

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility		Yes	No	Provides Input
Do you directly supervise any employees? NO <i>If yes, please list the number of FTEs and job titles of those employees below:</i>				
Job Title		# of FTEs		

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying / Lifting 10-40 Pounds				X
Carrying / Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	
Squatting / Crouching / Kneeling / Bending		X		
Pushing / Pulling / Reaching Above Shoulder			X	
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor / Office Work Environment				X
Outdoor Work Environment (some evidence / property responsibilities)		X		

SECTION 8 ADDITIONAL EMPLOYEE COMMENTS	
Please identify any other information that would help someone else understand your job more clearly:	

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION	
Supervisor Name	Jon Caucutt	Supervisor Title	Investigations Sergeant	

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	
X	High School Education (or Equivalent)	General Studies
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE				
[Place an "X" in the appropriate cells]						
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs. ≥ 12 yrs.
X						
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):						
Prior Law Enforcement experience is helpful for understanding the intricacies of the Criminal Justice System in which this job "lives and breathes."						

SECTION 12				CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?		
Typing skill – > 50 WPM	Can be self-taught or professionally trained	yes			
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):					

SECTION 13		SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section	Comment / Clarification / Addition	

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14			SUPERVISOR INFORMATION
Administrative Designee Name	David Brower	Administrative Designee Title	Special Operations Captain

SECTION 15		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section	Comment / Clarification / Addition	