



JOB DESCRIPTION

Title:	Police Records Specialist Administrative Assistant I	Department(s):	Police
Reports to:	Support Services Manager	Location:	Municipal Building
FLSA:	Non-Exempt	Pay Grade:	Salary Resolution \$20.21 — 27.28 \$21.73 – 29.34
Shift:	Day	Status/Position:	Full-Time/Non Sworn
Bargaining Unit:	None	Date:	August 2019 October 2024

JOB SUMMARY

The ~~Administrative Assistant I~~ Police Records Specialist position is responsible for performing routine to ~~moderately~~ difficult administrative support activities, which contribute to efficient office operations requiring an understanding of department and City programs and procedures and municipal code and state ~~and federal~~ statutes.

This is a full-time, non-sworn, staff position within the Police Department. This position is responsible for maintaining, ~~and~~ updating, and processing department files; reviewing and entry of data into the records management software; data extrapolation and compilation; processing requests from outside agencies and open records requests from the public; ~~for copies of reports, videos and arrest~~; redaction of police records for open records requests; transcribing police audio files; ~~taped interviews, narratives and reports from officers~~; processing background checks for City of Whitewater licensing and employment; assist the general public at the lobby window; handling requests and telephone/email inquiries from the public, other agencies and department personnel; ~~quality control~~; and assisting other clerical and administrative staff. Work is performed independently under general supervision of the Support Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Maintain police records in accordance with established procedures, including filing, scanning, updating reports, etc.
- Accurate data entry and review of arrests, citations, incidents, etc. into the records management system in accordance with FBI's UCR NIBRS rules.
- Analyze and process open records requests from the public for copies of reports, arrest records, body camera footage, evidence photos and videos. Compiling these records in accordance with redaction mandates, confidentiality requirements, and the Wisconsin Open Records statutes to ensure no liability to the department or city is incurred.
- Analyze and process requests from outside agencies for copies of reports, arrest records, body camera footage, evidence photos and videos in accordance with confidentiality requirements.

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- Analyze and compile necessary reports, ~~and~~ paperwork, ~~body camera footage, photos and videos and to be sent~~ to the proper agencies, including municipal court, district attorneys, juvenile intake, human services, city attorney, department of corrections, department of transportation, etc.
- Transcribe ~~police audio files to include~~ officers' interviews, narratives, reports, radio traffic, 911 recordings, and public meetings. ~~makes copies for filing purposes, and ensure that copies are available to department personnel and outside agencies as necessary.~~
- Process and record background checks for City of Whitewater employment, alcohol beverage and bartender license applications, and other City licenses.
- Assist with property/evidence custodian duties to include: ~~collection of drugs for the drug drop box collection, release of property from the evidence room,~~ approval of submitted property reports in the police records software, creating lost and found property reports, processing the disposition of found property, obtaining copies of video and photographs from the evidence room for dissemination, etc.
- Create, ~~compile,~~ update and maintain accreditation ~~files, compile accreditation~~ proofs. Attend training and assist other law enforcement agencies with the accreditation process through on-site assessments, as directed.
- Testify in court proceedings as required.
- Serve as support to interdepartmental bureaus and multiple city departments
- Properly processing ~~ing of~~ all bail bonds, criminal complaints and final dispositions.
- Receive and assist municipal building visitors, including answering questions and providing customer relations, respond to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons.
- Serve as cashier, based on Finance Department guidelines, including processing, collecting and receipting payments for parking tickets, parking permits, municipal citations, warrants, etc.
- Process petty cash requests and balance petty cash monthly.
- Inventory department office and operating supplies and make necessary purchases.
- ~~Prepare estimates of body camera redaction costs for public open records requests.~~
- ~~Prepare invoices for body camera redaction, CD/DVD and report copies associated with open record requests.~~
- ~~Compile data for daily press release for the public.~~
- ~~Create, analyze and release police department quarterly statistical reports and annual report for the City.~~
- ~~Analyze and compile data for the monthly FBI's UCR/NIBRS submission to the state in accordance with state and federal standards.~~
- ~~Serve as an administrator for police related computer programs, ie ProPhoenix RMS, Axon Body Camera, etc.~~
- Maintain the police department court appearance calendar for municipal and county trials and the court information binder.
- Monitor the general police department email and voice mail accounts and process and distribute messages accordingly.
- Design and publish police department periodicals as needed.
- Post information to the City of Whitewater website.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including accurate filing; posting and/or logging information to manual or automated records; processing mail; collating and assembling documents; photocopying, scanning and faxing documents.
- ~~Provide the Police Records Technician with assignments and oversee final review of tasks.~~
- ~~Provide training and support to the Police Records Technician position.~~
- ~~Provide training to patrol officers on clerical and records related tasks.~~

ADDITIONAL DUTIES AND RESPONSIBILITIES

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- Provide backup to related positions within ~~including other positions in the Administrative Assistant series classification, specifically, but not limited to,~~ the Police Department.
- ~~Serve on department, City, and other agency committees, as assigned.~~
- Assist the Police and Fire Commission with creating and posting agendas, providing notice of meetings, reservations of meeting rooms, taking and transcribing meeting minutes, as assigned.
- Attend public meetings as assigned.
- Develop and maintain procedures that are related to position responsibilities.
- Develop and maintain quality control of departmental forms, as assigned.
- Revise and prepare department policies for distribution and maintain historical accounting of all policy changes.
- Assist with maintaining departmental payroll statistics for department reports.
- Operation and care of various pieces of departmental equipment, to include, but not limited to, computer equipment, copy machines, etc.
- Compose, type, and edit correspondence, letters, memorandums, notices, reports, and other material requiring judgment as to content, accuracy, and completeness.
- Conduct research and perform special projects, as assigned.
- Perform other duties, tasks and responsibilities, as assigned.
- ~~Provide assistance to other city departments, as assigned.~~

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under general supervision, however, performs recurring job duties independently. ~~Opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists. Has prior related work experience, but is broadening knowledge base while gaining full understanding of associated policies, procedures, codes and statutes.~~ Employees prioritize their own work, manage their time effectively, and respond to many questions independently.
- No formal supervisory responsibilities ~~but does assign tasks to the Administrative Assistant-Records Technician.~~

QUALIFICATIONS

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent.
- Additional post-secondary vocational/technical course work in general office practices such as administrative assistant, legal assistant, or police administration or Bachelor's preferred.
- Three (3) years increasingly responsible related experience, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

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- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and general public.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to exercise independent judgment in emergency and non-emergency situations in accordance with departmental rules and regulations.
- Ability to cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of the emergency aid requests.
- Ability to quickly make assessments of emergency and non-emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands, perform duties with minimum supervision.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.

Equipment Operated

- Skill in the operation of departmental equipment including, but not limited to phone system, office equipment, paper and electronic files, computer workstations, printers, optical scanners, software applications, copy machines, fax machines, etc.

Other Qualifications

- Proficiency in typing, 10 key calculator, computers and electronic data processing.
- Working knowledge of modern office practices and procedures and Microsoft Office, including Word, Excel, Outlook, PowerPoint, and the Internet.
- Ability to deal with the public, other law enforcement officers, outside agency representatives, etc. in an effective, fair and professional manner.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Ability to listen to and view graphic material.

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 frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to handle or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.

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- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and/or moving up to 25 pounds.

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 noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date