

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ASSISTANT TO THE POLICE CAPTAIN

Department: Police	FLSA Status: Non-Ex
Employee Group: Management and Confidential	Salary Grade: 20
FTE Status: Full Time	Date: January 2019

GENERAL FUNCTION:

Under the guidance and general direction of the Police Captains and Assistant to the Chief of Police, this confidential position performs a wide variety of administrative and clerical duties in support of the police department.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Provides administrative support to the police captains. Serves as confidential secretary to the police captains. Provides review of issues related to projects and provide research and solutions. Implements, develops and coordinates special projects and programs which may have a broad impact in the department. With management oversight, may act as a city liaison/coordinator in interaction with citizen groups.
3. Presents recommendations to police management, council and in public meetings. Advises department directors of new programs procedures.
4. Works with the police captains to provide continuity between training records, performance evaluations records, and other sensitive record keeping responsibilities.
5. Performs notary service and other similar customer service duties.
6. Use of law enforcement specific computer programs, includes but are not limited to the records management system, Law Enforcement Data System (LEDS), and Computer Aided Dispatch (CAD). Some entries may include entering and querying for stolen property and vehicles; entering Municipal Court warrants; running and interpreting criminal history records; sending administrative messages; processing public records request for police

Assistant to Police Captain

Job Description

Page 2 of 5

department data; distribution of reports to proper agencies and courts; and processing police reports into the records management program.

7. Performs clerical duties, which includes compilation of statistical reports, filing, expungements and record checks for authorized personnel and agencies.
8. Ability to plan and organize work schedule and job tasks and must be able to multitask efficiently in a busy environment.
- 9.
10. Performs receptionist duties for the police department, including greeting the public, answering questions, providing forms. Collects fees from citizens.
11. Will assist in the development and implementation of relational databases for the retention and retrieval of information needed by department personnel.
12. May assist the detective division with transcribing investigative reports.
13. Prepares deposits from all monies received from fix-it tickets, police records requests, vehicle releases, etc.
14. Prepares cases to be sent to prosecutors with appropriate materials to include criminal history printouts.
15. Verify information contained in warrants issued by Municipal Court is accurate prior to entering the warrants in a timely manner into the Law Enforcement Data System (LEDS).
16. Must ensure appropriate Department of Public Safety and Standards Training (DPSST) forms are completed as needed for department personnel and coordinate associated DPSST training.
17. Ordering of supplies and equipment for the department.
18. Other duties as assigned.

SPECIFICATIONS:

1. Job Preparation:

This position requires a high school diploma or GED equivalent and five (5) years of successful experience in a position of increasing responsibility related to office administration.

The knowledge, skill and ability to interpret policies, laws and regulations is required.

The knowledge, skill and ability to utilize word processing, spreadsheet and database software, as well as applications designed specifically for law enforcement and finance.

Requires knowledge of English grammar, composition and presentation techniques, and writing. Extensive knowledge of personal computers and related software applications, such as records archiving software, Excel, and other types of software specific to the police department.

Experience in Police Records is highly desirable. Must have knowledge of city government, including prior work in a police department and/or a legal office environment. A key component of this position is the ability to stay focused in an environment with numerous interruptions and distractions.

Must establish and maintain effective working relationships with a variety of staff, including uniformed officers, office staff and command staff.

Must have ability to make presentations and develop reports that may include technical information and the ability to communicate information in a concise, easy to understand format.

Must have skills in dealing with the public using tact, judgment and courtesy. Requires good oral and written communication skills.

Must have the knowledge to provide research, project management, and analysis related to various projects.

Any combination of education, training, or experience that provides the required knowledge, skills and abilities as determined by the hiring authority will be considered.

Must obtain and maintain LEADS certification within six months of appointment.

Must be able to fill in for Assistant to Chief as necessary, excluding the supervisory function.

2. Supervision:

Received: Work is performed independently with police captains and/or Assistant to the Chief of Police assigning projects and reviewing work.

Exercised: Supervision of others is not a normal responsibility of this position. Assistin training and/or lead work responsibilities.

3. Communication:

Requires excellent communication skills when communicating with the command staff in the police department, City staff, prosecuting attorneys, citizen groups and others in the community. Relationships outside the Police Department includes contact with personnel from other law enforcement agencies, District Attorney's office, Parole and Probation, juvenile department, municipal court, dispatch and City administration. Relationships outside the City include very frequent and complex communication with DMV, attorneys, vendors, outside law enforcement agencies and DOJ.

Has numerous daily contacts at the counter and on the telephone with the City's residents regarding requests for information, police reports and alarm permits.

4. Cognitive Functions:

Work is governed by written City and departmental policies and procedures and established guidelines for record management. Knowledge of applicable laws. Must be able to manage multiple priorities and multi-task in stressful situations.

5. Working Conditions:

Work occurs at the West Linn Police Department and at other offices from time to time. Requires lifting up to 50 pounds when moving/working around paper files, supplies and deliveries. Work occurs during business office hours with potentially infrequent night meetings.

Must maintain professional demeanor while regularly dealing with customers on the telephone or at the front counter that are in crisis, which may include a mental health issues, medical issue, etc.

Occasional exposure to graphic or visually disturbing circumstances that is likely to have an emotional impact.

6. Resource Accountability:

Is responsible for personal computer and other office equipment.

Assistant to Police Captain

Job Description

Page 5 of 5

The job classification 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

Date