

## **City of Gaylord**

### **Administrative Assistant –Police Department**

#### General Summary

Under the supervision of the Police Chief, performs a wide variety of secretarial and clerical support activities for the Police Chief and Police Officers.

#### Essential Job Functions

*This list is not all-inclusive of the total scope of the job duties to be performed. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Receives incoming calls for assistance, obtains essential information including type of emergency and location and dispatches police officers, as necessary, or contacts other agencies such as fire department or ambulance service.
2. Answers and screens telephone calls and visitors, responds to inquiries and determines which calls need the attention of the Police Chief. Discusses complaints with citizens requesting to see the Police Chief and may research and resolve problems
3. In charge of departmental Law Enforcement Information Network (LEIN) system, including warrant entry and cancellation. Obtains information from LEIN system as requested by police officers.
4. Terminal Agency Coordinator (TAC) for LEIN system; responsible for ensuring compliance with LEIN and National Crime Information Center (NCIC) policies and regulations, including validation requirements.
5. Receives completed paperwork from Police Officers, ensures that it has been properly completed, and forwards it to the proper location such as the County Prosecutor, City Attorney, the courts, or the State of Michigan.
6. Receives and processes paperwork for abandoned vehicles, non-sufficient funds checks, violation of probation, private property damage accidents, and failure to appear reports.
7. Enters various data into the computer such as officers' reports, arrests, and tickets. Prepares reports of department activities for the City Council.
8. Enters pawn shop data into department computer system. Distributes informational pawn shop reports to area law enforcement agencies.
9. Sets up and types letters, reports, forms, and other materials.
10. Performs a variety of clerical support activities such as opening, reviewing, and distributing the mail, and ordering office supplies.
11. Maintains the department's filing system. Maintains departmental time and attendance records.
12. Responsible for completing and respond to Freedom of Information Act requests for the department.
13. Redacts Police Officer's body camera footage, which may contain sensitive content.
14. Receives and processes monies received from parking fees and fines, and report copy fees.

### Employment Qualifications:

*The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.*

Requirements include the following:

- Education: High school graduate or equivalent.
- A minimum of three years' experience in the law enforcement field which included secretarial and clerical support activities.
- Prior experience in emergency dispatch communications and LEIN operations.
- Experience with computer programs such as Microsoft Suite applications.
- Ability to provide good customer service.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with fellow employees as well as the public.
- Effectively communicates ideas and concepts orally and in writing.
- Must be able to pass a thorough background investigation, including criminal and financial.
- Skill in the use of office equipment and technology and the ability to learn new software programs applicable to the position.

### Other Qualifications:

- Resident of the City of Gaylord or residing within a distance of twenty (20) miles from the nearest boundary of the City of Gaylord.

### Physical Demands and Work Environment

*The physical demands and 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 essential functions.*

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type, and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand; walk; use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move items of light to moderate weight. While performing duties of this job, the employee usually works in a business office setting. The noise level in the work environment is usually low, but dependent on location, it can range from moderate to high.

Job Posting Information:

- This is a full-time non-union position eligible for City benefits.
- 40 hours per week
- For purposes of FLSA, this is a non-exempt position.