CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: **Police Specialist II** DEPARTMENT: Police

REPORTS TO: Lieutenant or designee EFFECTIVE DATE: June 2, 2015

This is a full-time, office/clerical position. The regular work schedule is four ten-hour days, or five eight-hour days, to be determined and coordinated within the department. The position may occasionally require overtime at the direction of the Lieutenant or designee. Placement in this position is subject to a thorough police background investigation (to include a polygraph and drug screening). This is a Fair Labor Standards Act non-exempt position. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

MAJOR FUNCTION AND PURPOSE

Provide general assistance to the Public Safety Director/Police Chief and perform clerical functions in support of the operation of the Police Department.

GENERAL FUNCTION

Under the supervision of the Lieutenant or designee, the Police Specialist is responsible for handling sensitive and confidential information on behalf of the Public Safety Director/Chief of Police. Duties will include maintaining official and confidential Police Department records and administration of the standard operating policies and procedures for the Police Department. This is a highly confidential position, which may from time to time isolate the employee from other City employees. This position works closely with other police and fire personnel, community volunteers and student volunteers. Must have a good understanding of the legal process and be able to interact effectively with attorneys, courts and correctional staff in a professional and competent manner.

SUPERVISION RESPONSIBILITIES

This is a non-supervisory position.

JOB DUTIES AND RESPONSIBILITIES

- Perform general office/clerical work in a public safety environment.
- Prepare monthly report for distribution to Mayor, City Council, and Public Safety

Director/Chief of Police.

- Prepare cases for filing with the appropriate court or agency.
- Answer phones, screen calls to determine caller needs, and assist walk-in customers.
- Operate a police radio as needed and assist in radio communications.
- Serve as cashier, including receipt of various payment and remit payment to appropriate accounts.
- Maintain records room, to include Accreditation files and logs.
- Process invoices and maintain accounts payable files for agency business.
- Operate computer hardware and software.
- Assist in planning conferences and training sessions.
- Coordinate travel plans for the Public Safety Director/Chief of Police and Police staff.
- Prepare record such as notices, minutes and resolutions.
- Act as Public Disclosure Officer for the Police Department.
- Act as backup Public Information Officer for the Police Department.
- Schedule appointments.
- Operate a city vehicle periodically.
- Coordinate transport of prisoners from jail facilities to court.
- Utilization of LiveScan to fingerprint citizens as necessary.
- Run record checks, enter/modify/remove warrants from the Washington State Crime Information Center, file warrants, confirm warrants, and enter other documents into ACCESS as needed.

SECONDARY DUTIES

- Issue pistol or other permits.
- Preparation of monthly reports and audits.
- Receive, stamp and distribute all incoming mail for the department.
- Order supplies.
- Organize community events and public education/outreach
- Assist in grant preparation and documentation.
- Act as backup to Evidence Custodian, when necessary.

WORKING CONDITIONS

Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emission from the computer monitor and repetitive tasks. The work area can be noisy at times.

CONTACT AND RELATIONSHIPS

The Police Specialist has extensive contact with the various City departments and personnel, with court personnel, other law enforcement agencies, jail staff, fire department staff and the citizens of the City.

PHYSICAL REQUIREMENTS

Must be able to maneuver in an office environment. The employee is sometimes required to lift/move objects weighing up to 50 pounds. The employee may experience prolonged visual exposure to a computer monitor. This position requires manual dexterity sufficient to efficiently operate a computer keyboard and accurately transfer information from one data base to another with high degree of accuracy. The employee must be able to give/receive/understand written/oral communication and give written/oral instruction.

RECRUITING REQUIREMENTS

- **One year of experience in a law enforcement office.**
- Must be at least 21 years of age.
- **Two years of college and/or business school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.**
- Excellent written and oral communications are a must.
- Valid Washington Driver's License
- Proficiency in computer software programs in a Windows environment.
- Perform cashier duties accurately, and effectively meet with and assist the public.

DESIRED QUALIFICATIONS

Current Level II Access Certification
Experience in Microsoft Office, Spillman, CAD, Internet and Microsoft Outlook.

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and ability.

OTHER

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The City reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.