



POLICE ADMINISTRATIVE SPECIALIST

FC: CE175
PG: PAS

PC: 045
BU: 21

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, provides complex, confidential, comprehensive administrative and/or technical functions and provides responsible office assistance in support of the District's Police Department; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class works with a high degree of independence and performs complex and difficult police office support. While the primary work is administrative/clerical in nature, positions in this class require substantial administrative expertise. The Police Administrative Specialist applies para-professional knowledge of the principles and practices of the police administration field; assists and supports the professional staff with assignments and projects on a regular basis and resolves problems which have a significant impact on the overall goals and activities of the department.

REPORTS TO

This position reports to the Police Administrative Supervisor/Sergeant

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs independent, complex, administrative work in support of the Police Department.
2. May serve as lead in coordinating the work of clerical support staff on a day-to-day basis under the direction of the supervisor.
3. Confirms submission of police incident reports and criminal/traffic reports and follows-up on reports not submitted; reviews police incident reports for accuracy of offense codes.

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4. Processes, reviews and maintains reports and determines which need to be submitted to the Department of Justice (DOJ).
5. Acts as primary liaison to the Department of Justice and external agencies for request or provision of services.
6. Uses specialized knowledge to independently respond to inquiries received from the Department of Justice, general public, other government entities, law enforcement agencies and department personnel.
7. Compiles all information for criminal and investigative reports for the detectives and the District Attorney's Office in a timely manner.
8. Organizes and maintains highly confidential files; types correspondence, reports and forms from drafts, notes or briefs.
9. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
10. Inputs information into a confidential on-line computer system; operates standard office equipment.
11. Maintains Department of Justice Uniform Crime Report and Monthly Arrest and Citation Register as required and processes appropriate paperwork/forms related to services.
12. Stays abreast of current regulations and codes relating to police record maintenance.
13. Receives, logs and coordinates subpoena appearances for sworn personnel
14. Maintains all warrant and citation records, including issuing warrant notices and collecting and posting cash received, Seals criminal records by court order; purges police records. Maintains and administers the equipment inventory for sworn personnel.
15. Releases official police records to public or outside agencies in accordance with legal requirements.
16. Provides information to the public or to District staff that may require the use of judgment and the interpretation of policies, rules or procedures.

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17. Orders supplies, arranges for the repair of equipment, transmits information and keeps reference materials up-to-date.
18. Maintains departmental staff schedules and attendance records; prepares payroll and related reports.
19. Care, custody, and control of police evidence, including evidence which presents a biological hazard.
20. Expense tracking, accounts payable, accounts receivable, and related budgetary duties.

QUALIFICATIONS

Knowledge of:

Maintaining and securing confidential records and files.

Principles and practices of administrative/clerical support for the day-to-day operations of a function or department.

Office management practices and procedures including the operation of standard office equipment.

Correct English usage, including spelling, grammar, and punctuation.

Operating a personal computer and applicable business software including not limited to word processing and spreadsheet creation.

Skilled in:

Ensuring the accurate maintenance, confidentiality, and control of records.

Communicating clearly and concisely, both orally and in writing.

Exercising sound independent judgment and initiative within established general policy guidelines. Identifying problems, providing alternative solutions, projecting consequences of proposed actions and, as directed, implementing recommendations.

Prioritizing work, meeting critical deadlines and following up assignments with minimal direction.

Establishing and maintaining effective working relationships with those contacted in the course of duty.

Researching and summarizing various materials.

Reading and interpreting rules, policies and procedures.

Operating standard office equipment including an on-line computer system.

Maintaining accurate records and files.

Skill with dealing with difficult people in a customer service environment

Must be able to become familiar with Public Records and legal records release in compliance with the Peace Officer Standards and Training requirements and Public Records Act.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED, or recognized equivalent.

Experience:

Four (4) years of (full-time equivalent) verifiable administrative/clerical or office assistant experience. Knowledge or experience working with a budget is desirable. Experience within a law enforcement environment is preferred.

Other Requirements:

Must pass a comprehensive background investigation, which will include fingerprinting and a polygraph interview/evaluation.

Must be able to type accurately at a speed of 35 net words per minute.

Lift and carry boxes weighing up to 40 pounds with assistance

Must be able to work various shifts, weekends, holidays, and overtime.

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for standing, walking or sitting for prolonged periods of time; and lifting and carrying boxes weighing up to 40 pounds