



Safety & Service Committee Meeting
Tuesday, December 5, 2023 - 5:45 PM
AGENDA

1. Call to Order
2. Police Clerk to Administrative Assistant Job Description
 - a. Job Description & Department Flow Chart
3. Other Business
4. Adjourn



POLICE ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

UNIT CLASSIFICATION:

Non – Exempt

REPORTS TO:

Work is performed under the supervision of the Chief of Police and is reviewed through observation and conferences. There are no supervisory responsibilities in this position.

SUMMARY:

This position is responsible for clerical work of some complexity and variety in the police department. Work involves responsibility for police records and administrative office functions requiring knowledge of departmental procedures. Consists of maintaining records and files; entering computer data and completing of related reports; and providing of general clerical support. Work is performed within the framework of established procedures, policies, rules, and regulations.

DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed or exclusive or all-inclusive. Other duties may be required and assigned.

- Responding to questions, concerns and complaints of varying sensitivity and complexity in a timely and effective manner; identifying, researching, and implementing corrective actions for citizen issues and inquires from other city staff and the public.
- Preparing and composing correspondence and reports; answering telephones and electronic communications; providing customer assistance; distributing documents and information; scheduling appointments and arranging meetings if requested by the Chief of Police, coordinating communications between departments or the general public; assisting in the administration of the standard operating policies and procedures of the department.
- At the discretion of the Chief of Police - Maintaining a calendar of events and meetings for the chief/command staff; coordinating communications between the chief and other governmental officials or the public in general; assisting with special event planning and officer special duty



- Maintains the operation of the building keyless entry software; issues and revokes key fobs for all City employees.
- Monitor, record, download and view security footage provided by department cameras for the City building and Police Department.
- Updates arrest and crash reports, processes traffic tickets, parking violations, preventative patrol notices, liability releases, and other incidents.
- Verifies and crosschecks information and ensures accuracy and completeness of information before entering into appropriate records and files.
- Prepares statistical reports, civilian ride-along requests, prepares maps, and analytical reports as required.
- Prepares business emergency contact lists, coordinates processes of gathering updates, entering updates, and notifying the Sheriff's Office of updates from the department.
- Assists the public by searching files, reports and needed records. Provide information in accordance with departmental policies and procedures and public records laws. Provides & receives information for house checks. Collects fees and needed information regarding fingerprinting.
- Provides free notary services to the community.
- Responsible for all LEADS audits, accounts and is the department LEADS Terminal Agency Coordinator (TAC.)
- Certified as a LEADS operator with Computerized Criminal History (CCH) access and have supervisory authority over the operation of LEADS approved equipment.
- Notifies officers of Municipal Court dates. Maintains a file of protection orders, records for court dispositions, seals, and cases as ordered.
- Download case photos, prepare videos for public record requests and court purposes.
- Distributes packages and mail, provides letters and postage for outgoing mail.
- Maintains permanent records and files according to the retention schedule.
- Provides clerical and secretarial support to the administration and investigative staff.
- Maintain record keeping of vehicle impounds and prepare salvage titles for impounding companies.
- Assists Police Department employees with any technology needs.
- Maintains an inventory of departmental supplies; assists in the procurement of department materials/supplies/equipment as well as assisting the chief in the preparation and administration of the department budget.
- Perform related work as required or as assigned.
- Requires regular and predictable attendance.



KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in the use of internet and Microsoft Office 365 products.
- Some knowledge of the operations, rules and regulations about the field of criminal justice and law enforcement.
- Ability to exercise mature judgement, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently.
- Ability to compose and prepare effective correspondence, often without specific instruction, based on knowledge of municipal needs and procedures.
- Thorough knowledge of business English usage and practice. Ability to prepare and present effectively, both oral, and written. Employ informative material relating to the activities of the Police Department.
- Considerable knowledge of the operation and care of standard office equipment, machines and office computers. Knowledge of specific software programs.
- Ability to establish and maintain effective working relationships with other employees and community members.
- Ability to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to follow safe working procedures.
- Ability to attend work in a consistent, dependable and prompt manner.

EDUCATION AND EXPERIENCE:

Education: High School diploma or equivalent.

Experience: Some clerical experience, preferably in a police department or other public agency or security firm.

Licensure or Certification Requirements:

- State of Ohio Notary Public or the ability to obtain certification within four months of hire date.
- LEADS certified operator with CCH
- LEADS Terminal Agency Coordinator (TAC)
- Valid State of Ohio driver's license.



WORKING ENVIROMENT AND CONDITIONS:

- Regularly exerting up to 20-pounds of force to lift, carry, push, and pull or otherwise move objects. Occasionally exerting over 30-pounds.
- Sitting most of the time, but also involves walking or standing for periods of time.

Johnstown Police Department

Organizational Chart 2023

