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**JOB DESCRIPTION**

**POSITION: CLERICAL ASSISTANT CIVIL SERVICE: NO**

**DEPARTMENT: POLICE FLSA STATUS: NON-EXEMPT**

**REPORTS TO: OFFICE MANAGER PAY GRADE: FULL R14, PART R2**

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**SUMMARY:**

Performs under direction in the day-to-day operations of the Police Department. Variety of duties including data processing, public relations, and clerical. Position requires confidentiality, exercise in independent judgment, organization, and management skills.

**SUPERVISES: EQUIPMENT USED:**

N/A Standard office equipment

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

* Responds to inquiries from the public by telephone or in person and makes referrals to the appropriate personnel.
* Assist administration and officers in the completion of their daily work.
* Maintains established filing system, assuring their confidentiality.
* Files/initiates all cases through EDMS (Electronic Document Management System) to Iowa Courts.
* Provides copies of case information as requested. All requests for information must meet state and City open record requirements.
* Performs data entry of all information acquired in police activities. This includes citations, warnings, arrest reports, incident reports, calls for service, accidents, witness statements, photographs, etc.
* Prepares, completes, and submits required reports to other state agencies and elsewhere as directed.
* Assists utilities as needed in call-out and plant alarms.
* Prepares fingerprint cards from arrests and forwards to FBI and DCI.
* Maintains copies of all accident reports.
* Operate the Iowa/NCIC statewide computer system – certification required.
* Research and compile information for officers regarding arrest histories, stolen and/or recovered property, etc.
* Prepare and require of individual, proper information and identification for release of papers, if impounded vehicles.
* Prepare and furnish insurance company requests for reports regarding accidents, thefts, etc.
* Prepare copies of all arrest information for County/City Attorney.
* Dispatch all emergency calls in the event there is a county communication system failure.
* Be as knowledgeable as possible of the City Ordinances, particularly as they relate to officer’s cases, citations, etc.
* Alert T.V. and radio communications when a snow ordinance goes into effect.
* Matron for prisoner in holding cell, transporting female prisoner, duties to include body search when necessary.
* Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.

**MINIMUM QUALIFICATIONS:**

* High school graduation or equivalent.
* Prefer two (2) years’ experience as a clerical assistant in a public, police or office environment setting.
* Considerable knowledge of grammar, spelling, and punctuation.
* Considerable knowledge of modern office practices, procedures, and equipment.
* Working knowledge of bookkeeping procedures and filing techniques.
* Considerable knowledge of Microsoft applications, including Microsoft Word.
* Ability to quick grasp Microsoft police reporting software and practices and establish and maintain clerical records.
* Ability to maintain confidentiality.
* Cordial attitude/demeanor towards to public.
* Subject to a post-offer drug and alcohol screening and background check.

**ENVIRONMENTAL CONDITIONS:**

* Work is performed in a typical office or administrative environment. The worker is not substantially exposed to adverse Environmental Conditions.

**PHYSICAL REQUIREMENTS:**

* Driving, climbing, stooping, kneeling, crouching, walking, lifting, reaching, talking, hearing, grasping, finger dexterity, and repetitive motions.
* Sitting approximately 80 percent of the time.
* Standing approximately 8 percent of the time.
* Walking approximately 8 percent of the time.
* Driving approximately 4 percent of the time.
* Requires the exertion of up to 10 pounds of force continuously.
* Up to 50 pounds of force infrequently to lift or otherwise move objects.

**VISION REQUIREMENTS:**

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, and operations in low to poor lighting conditions.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Indianola is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Indianola reserves the right to change this job description at any time.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

Print Name

Signature Date