CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: Police Services Specialist II
DEPARTMENT: Police

REPORTS TO: Lieutenant or designee
EFFECTIVE DATE: August 16, 2022

SALARY: $24.82 - $28.78 per Hour

This is a part-time, office/clerical position. The regular work schedule is twenty hours per week, to be determined and coordinated within the department. 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.

MAJOR FUNCTION AND PURPOSE

Provide general assistance to the 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 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.
- Assist the public at front counter.
- Prepare monthly reports for distribution to Mayor, City Council, and Chief of Police.
- Prepare yearly biased based policing report for the Mayor, City Council and Chief of Police
- Prepare cases for filing with the appropriate court or agency.
- Answer phones, screen calls to determine caller needs, and assist citizens at the front counter.
- Enter all citations, infractions and case file information into the in-house computer database.
- Maintain files for citations/infractions/warnings.
- Perform periodic audit of citation/infraction logs and report any discrepancies to the patrol Sergeant.
- Prepare felony/juvenile filings for submission to the appropriate court.
- Review closed cases prior to filing and take appropriate action as needed.
- Order office supplies, prepare case file folders, maintain case log book.
- Serve as Terminal Agency Coordinator for the ACCESS system, including monthly validations, maintaining training records, administering recertification tests, working with ACCESS auditors during biennial audit, and ensuring all personnel maintain current certification.
- Processes monthly validations for ACCESS entries in the Washington State Criminal
- Enters and maintains monthly stats to the FBI and the National Incident Based Reporting System
- Emergency Management Operations
- Maintain and update the Comprehensive Emergency Management Plan
- Operate a police radio as needed and assist in radio communications.
- 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.
- Assist the Chief of Police in the annual police department budget
- Coordinate travel plans for the Chief of Police and Police staff.
- Work with the Pacific Municipal Court in multiple ways- to include arranging transports, addressing court documents, scheduling traffic school classes, etc.
- Prepare record such as notices, minutes and resolutions.
- Act as Public Disclosure Officer for the Police Department.
- Act Public Information Officer for the Police Department.
- Maintain the Police Department Facebook Page
- Operate a city vehicle periodically.
• Coordinate transport of prisoners from jail facilities to court.
• Utilization and maintenance of Live Scan to fingerprint citizens as necessary.
• Enter/modify/remove Protection Orders from the Washington State Crime Information Center
• 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.
• Issue concealed pistol licenses, process pistol transfer applications and federal firearms licenses.
• Preparation of monthly reports and audits.
• Receive, stamp and distribute all incoming mail for the department.
• Organize community events and public education/outreach
• Organize the annual department awards banquet
• 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, 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.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities, whom are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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.