

TOWNSHIP OF WILKINS
JOB DESCRIPTION – 1993
Revised – 2000, 2005

POLICE OFFICE

I. TITLE

Police Technician

II. DEFINITION

Perform secretarial duties and clerical assignments as directed by the Chief of Police. Perform specialized police related duties.

III. GENERAL DESCRIPTION

This is professional secretarial work of moderate complexity and highest confidentiality. This employee not only serves as the secretary to the Chief of Police but is responsible for and must have knowledge of most police functions.

IV. DUTIES

GENERAL SECRETARIAL DUTIES

Receiving and forwarding telephone calls and messages – Police and Township
Must have excellent communication and intervention skills to communicate effectively and professionally with members of the general public and police officers, receive information and accurately relay that information to others in order to address any complaints or concerns, answer questions, resolve or direct complaints for appropriate resolution and remain calm in crisis situations

Type memorandum, letters, reports and miscellaneous materials
Must be proficient in grammar, punctuation and spelling

Read, answer and route all incoming mail and other materials to appropriate personnel

Copying and Filing Reports and Correspondence – Possess organizational skills in order to organize records, files and data so that they can be utilized in the most efficient manner

Records Office, Chief's Office, Squad Room, Police Personnel Files

Maintenance of bins in police office making sure all forms are kept up-to-date and sufficient copies are available

First contact for general public walk in assistance – receive complaints and requests for service, determine if a police matter and within Wilkins Township jurisdiction. Provide proper referrals or advice whenever possible

Prepare police and school crossing guard payroll maintaining daily record of hours, overtime, vacation, personal, holiday, and sick time

Be responsible for the proper care, economical use, maintenance and serviceability of departmental equipment and property

Prepare Purchase Orders for department services and supplies

Maintain daily record for fees and fines charged and make bank deposits of all

Prepare monthly financial report of the police department income received

Prepare monthly police statistical activity report for Board of Commissioners

Process and issue vendor permit applications

Prepare police files for the beginning of a new year. Clear out and storage of old files to secure new file space

Maintain membership in good standing with the Pennsylvania Association of Notaries. Notarize necessary police and Wilkins Township paperwork. Provide Township residents with notary services

SPECIAL POLICE RELATED DUTIES

Have a responsibility to adhere to departmental rules, regulations, policies, procedures, perform required job tasks, acquire required job knowledge and abilities and obey all applicable departmental written directives

Knowledge and execution of all levels of the department's Alert Records System
Daily upkeep of four sub-systems
Billing of alarm accounts
Invoicing unpaid parking tags

Be responsible for supporting police personnel in all possible manners including but not limited to radio communications, searching of computerized and hard file records to provide information, teletypes and other types of communications and perform requests for assistance from officers on patrol

Must have the ability to communicate in a clear and understandable manner with appropriate vocabulary, grammar and diction over the radio and have working knowledge of the base radio and police radio procedures

Obtain vehicle registration information from Dispatch

Distribute parking tickets, traffic and non-traffic citations to officers, record ticket and citation numbers and to whom issued on the appropriate logs. Prepare motor vehicle citations for special traffic details and unpaid parking tags

Responsible for all citations (motor vehicle and crimes code) entered on the computer (ALERT system), forward to the magistrate's office

Prepare and submit to Chief of Police a detailed listing of parking tag, traffic and non-traffic citations issued on a monthly basis

Insure all school crossing guard posts are covered when vacation or sick time is received and the ability to prepare monthly police schedule

Process requests for police reports for insurance companies, attorneys, individuals, investigative agencies – local, state & federal

Complete record checks and applicable forms for FBI, police, U.S. Army, Navy and Marines.

Maintain trial calendar schedule (Magistrate, Pre-trial, Criminal Court and Appeals Court) and alert the Chief of Police of any scheduling conflicts as well as consolidating cases to save money. Processing of Criminal and Juvenile Court subpoenas and preparation of files for officer's court appearances

Ability to process court ordered expungements and delete records in accordance with the court order and applicable federal and state laws

Update and maintenance of established case files; Crime Lab reports, Coroner reports, DUI results, Court dispositions, driving records and rap sheets

Maintain record of all files taken out of the office

Act as liaison between our police department and other agencies, businesses or persons in order to keep all files current

Process CLEAN/NCIC validations

Transcribe various materials from dictating equipment when officers find it necessary to tape statements from arrestees and/or victims

Insure all departmental keys are logged and accounted for limiting access to security sensitive areas

Keep current record of all vacationing residents and/or empty residences

Release information to the local press as directed by the Chief of Police and Departmental Rules and Regulations

Process animal control complaints

Responsible for sending ordinance violation letters to residents and follow up on same regarding animal complaints (barking dogs, leash laws) and abandoned vehicles on the roadway

Wilkins Township Civil Service Commission clerical duties
During the police department hiring process these duties are substantial

Responsible for the integrity of the records system, not permitting unauthorized personnel access to the system or divulging any sensitive information

DUTIES RELATIVE TO ARRESTS

Assume the duties of Police Matron to assist the police department whenever an arrest of a female is made

Be present, when necessary, to assist with the interviewing of female prisoners

Assist officers with the interviewing of female victims and witnesses seeing to their overall well being

To conduct/assist in complete search of female prisoners

To act in the capacity of chaperone to accompany officers in the transporting of female prisoners

V. KNOWLEDGE, SKILLS AND ABILITIES

Operate all equipment involved in the office environment; telephone, calculator, word processor, computer, mobile communication equipment, typewriter, FAX machine, copy machine etc.

Ability to interpret and follow instruction and work independently with little supervision

Ability to act calmly in complex emergency situations and deal effectively with individuals normally present in a police department environment with the ability to calm excited, irrational people being able to communicate with and get along well with others in a tactful and courteous manner, oftentimes under tedious or stressful situations

Ability to maintain high confidentiality regarding all police department and other matters as may become aware of through daily duties

Have a thorough and intense knowledge of all departmental policies, procedures, rules, regulations, duties, responsibilities, tasks, required skills and abilities and applicable written directives and must be able to interpret the same in order to ensure completion of the position's duties and responsibilities

Have a thorough knowledge of the agencies and resources available to support the needs of victims or the requests of police officers for appropriate referrals

Be familiar with the geography of the township including roads, businesses, residential sections, etc.

Ability to push, pull or carry light to moderate loads

Knowledge of the Court system

VI. SPECIAL REQUIREMENTS

Township residency

Maintain confidentiality relating to: Police and Township matters, victims, witnesses, persons arrested and any investigations, information or proceedings as he/she may be informed of or become aware of in any matter as required by law

Maintain a professional and cordial relationship with township officials, other members of the department and members of the community to promote good public relations and an overall professional image of the Wilkins Township Police Department