

PART-TIME POLICE SUPPORT SERVICES LAKE BLUFF POLICE DEPARTMENT

COMPENSATION:

Salary Range dependent upon most recently adopted Village Pay Plan. Exempt, non-sworn part-time position. Salary range adjusted at the start of every fiscal year.

POSITION SUMMARY:

Under the supervision of the Deputy Chief of Police, employees in this position generally perform a wide range of clerical, custodial record care, and research related activities for the Police Department using various computer systems. This position involves a degree of public contact. Employees in this position do not exercise regular supervision over others. This position is distinguished from other clerical positions by performing clerical work specific to the requirements of the Police Department.

ESSENTIAL DUTIES:

- Maintains agency CALEA Accreditation records for continued accreditation;
- Assist with Evidence Custodian duties for digital and physical evidence;
- Performs data entry as needed to support full time records clerks for all reports including: incident, offense, arrest, juvenile, traffic accidents, supplements, field interrogation, warnings and other miscellaneous documents into the Computer Aided Dispatch database system. Analyzes this information for accuracy and makes corrections where needed in the system;
- Answers incoming phone calls and serves individuals that come into the Public Safety Building requesting information on police/fire services; connects incoming calls to the appropriate officers or makes proper referrals;
- Prepares and distributes photocopies of reports to the appropriate division or outside agency, such as: the States Attorney's Office, Department of Transportation, the Village Prosecutor's Office, other Police Departments, CALEA and Insurance Agencies;
- Prepares detailed monthly reports, and other reporting tools for the Chief of Police as needed;
- Maintains the work area in a neat and orderly fashion;
- Performs related job tasks and duties as requested or required; and
- Able and willing to be a positive team member of a highly successful work environment.

ESSENTIAL SKILL, KNOWLEDGE AND ABILITIES:

- Knowledge of general office procedures and practices;
- Experience using word processing, spreadsheet programs, Internet browsers, and e-mail software, specifically Microsoft software;
- Ability to maintain the confidentiality of sensitive or private information;
- Knowledge of the operations, functions and scope of various Village departments and municipal services;
- Ability to effectively communicate verbally, in person, over the phone, and in writing;
- Ability to work without direct supervision and to exercise sound judgment, initiative and discretion in handling responsibilities;
- Ability to quickly learn and efficiently use various software programs;
- Ability to work on multiple tasks simultaneously and prioritize assigned activities;
- Ability to address the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials, and the general public;

- Ability to apply knowledge of operations, procedures, and ordinances to make consistent decisions;
- Ability to work in a sitting position for extended periods of time;
- Ability to perform repetitive arm, hand, and eye movements;
- Ability to frequently bend, squat, kneel, stretch, and use hands and fingers to handle equipment to perform duties;
- Ability to occasionally lift and/or move at least twenty (20) pounds with or without assistance;
- Ability to work in an open office environment; and
- Ability to operate tools and equipment required to perform in the position, typing 40 words per minutes.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent supplemented by secretarial, bookkeeping or business school classes and/or training. One (1) to three (3) years experience in performing clerical work and/or other applicable business experience. Proficiency in basic word processing and spreadsheet functions preferred. CALEA accreditation and/or police evidence experience preferred.

Note: *This job description describes a general category of jobs. In order to meet the needs of the Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described above, and any duties are subject to change at any time.*