

**CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION**

JOB TITLE: POLICE PROFESSIONAL ASSISTANT

Job Number: 180370/80/90

Date Finalized: 9/13/2018

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| Service Area – Safety Services Service Unit – Police Services | Accountable To: Reports to Assigned Supervisor |
| Mission Statement The City of Ann Arbor’s mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community. | |
| Role Summary To provide high quality support and services to the public and the Ann Arbor Police department. Work includes maintaining, researching and releasing official police records in compliance with city policy, the Freedom of Information Act and the State of Michigan law enforcement records retention schedule. Work may also include, but is not limited to property/evidence management, criminal investigation administrative support. This position deals with confidential and sensitive information, which may include disturbing images and/or audio. | |
| Duties Incumbent is responsible for, but not limited to, the following duties: <u>Records Section</u> <ul style="list-style-type: none"> ▪ Assists the public, government agencies, and other law enforcement to fulfill information requests. This includes research of reports, photos, videos and audio recordings ▪ Determines release of police records in compliance with the Freedom of Information Act in accordance with State Law and City Policy ▪ Researches, processes, and calculates fees for FOIA, Discovery and Subpoena Requests ▪ Utilizes CLEMIS and other management information systems for criminal history checks of citizens applying for visas, employment, military, adoption, etc. ▪ Processes incoming payments, prepares balance of revenue for bank deposits, initiates collection efforts and processes adjustments ▪ Updates sex offender records in the MiCJIN database ▪ Interacts with sworn, non-sworn and court staff, as well as the City Attorney’s and Treasurer’s Office to problem solve and maintain records ▪ Communicates professionally through business letters, email and phone, using independent judgement ▪ Answers phones, processes mail, sorts and scans paperwork ▪ Utilizes Microsoft Word, Excel, Access, Outlook and Adobe Acrobat computer programs ▪ Maintains office supplies ▪ Performs related work as assigned ▪ Reports to the Records and Data Supervisor | |

Property Section

- Works cooperatively with sworn Police Property Officer while serving as Property/Evidence Clerk
- Checks-in evidence and found/safekeeping items
- Carefully reads police reports, comprehends their intent and properly categorizes property and evidence for intake
- Correctly adds currency denominations in order to accurately account for all money
- Communicates with and assists officers and detectives to ensure proper packaging protocol
- Prepares evidence items for the MSP Crime Lab
- Prepares items for auction, destruction, and/or releases to owners including generating letters and making appointments with the public
- Position includes proper handling of bio-haz materials, firearms, and narcotics
- Transports property to an off-site location for destruction
- May drive to an off-site location that is utilized as a property storage facility
- Orders office supplies/equipment
- Responsible for the issuance/accounting and inventory of department owned equipment
- Instructs new police recruits in property related procedures
- Performs related work as assigned
- Reports to the Training Sergeant

Detective Bureau Section

- Assists Detective Bureau staff with administrative tasks
- Researches and obtains audio and video recordings
- Creates and edits documents and spreadsheets
- Attends and keeps minutes of meetings
- Enters pawns into Leadsonline.com
- Prepares monthly Detective Bureau report
- Creates/maintains shift bid/shift change assignments, vacation schedules, new detective information and phone lists
- Organizes documents and coordinates with detectives on high profile cases
- Orders/maintains office supplies/equipment
- Maintenance of filing systems
- Communicates with the public, government agencies and other law enforcement agencies to assist and disseminate information
- Updates/maintains vehicle mileage and tag renewal for Detective Bureau vehicles
- Answers phones, processes mail, sorts and scans paperwork
- Completes special projects and related work as assigned
- Reports to the Detective Bureau Sergeant

Knowledge of: (position requirements at entry)

- Computers and software applications used in an office setting (e.g. Microsoft Office-Word, Excel, Outlook and Adobe Acrobat Professional)
- Arithmetic and English composition
- City of Ann Arbor written public summary of Freedom of Information Act Procedures and Guidelines (www.a2gov.org/FOIA)

- Customer service protocols

Skills and Abilities to: (position requirements at entry)

- Maintain confidentiality in regards to police reports and investigations
- Display proficiency in office information technology
- Detail orientated and organized
- Handle sensitive/graphic items
- Climb a ladder
- Demonstrate advanced typing and use of spreadsheets
- Interact with the public in a respectful and courteous manner
- Professional verbal and written communication skills
- Possess strong organizational skills in order to maintain accurate records and filing systems
- Take the initiative to utilize new programs and technology to improve job performance and efficiency
- Maintain effective, positive working relationships with the public and fellow employees
- Possess excellent time management skills and the ability to multitask and prioritize work
- Identify project related problems and implement solutions
- Possess the ability to work independently and as a part of a team

Equipment

Personal computer, related law enforcement equipment, multi-line telephone, fax, printer, copier, scanner, microfiche and other miscellaneous office equipment

Training and Experience (position requirements at entry)

- High School Diploma or GED equivalent
- At least 3 years of progressive general office experience

Preferred:

- Associates Degree

The following certifications/designations will be required in order to perform some of the duties of this position:

- Notary Public – within 6 months of hire
- Blood Borne Pathogen Training – within 1 year of hire

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: driving, walking, standing, reaching, lifting, pushing, crouching, crawling, stooping, kneeling, balancing, climbing, feeling, pulling, grasping, talking, hearing, seeing and repetitive motions.

Will be required to climb a ladder. Move and lift light objects of various sizes, shapes, and weight up to 25 lbs. overhead. Items may include equipment, auto parts, bicycles, etc. Items need to be moved/stored within the property room and may have to be lifted. Dollies and carts are available to assist with heavier items. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Standing and walking up to 90% of the day depending on the given day's duties/requirements.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

Description Prepared By:

Renee Wagner and Jocelyn Chopp 8-2-18/ Updated by M.Scherba/HR Review-HK, AW/ Legal Review-MR/HR Review- HK, AW, 7/31/2018/ Approved by Union- Renee Wagner 9/6/2018/ Updated on 9/13/2018/ Approved by Union- Renee Wagner 9/13/2018