

Job Description

Human Resource Use Only

Position Number:
Step/Grade -E
Effective Date: 12/2013

POSITION IDENTIFICATION

Position Title: Administrative Support Specialist ~~Clerk Typist III~~

Division: Police

Status: Full Time Non Exempt

Normal Workweek: Mon – Fri (7:00am – 4:00pm)

SUPERVISORY RELATIONSHIPS

Reports to: Office Manager

Directly Supervises: None

POSITION PURPOSE

Under the direction of the Deputy Chief and/or the Office Manager, the Clerk Typist III performs a variety of high-level clerical tasks; often called upon to type, transcribe high-level dictation, and perform other clerical duties. Considerable judgment is required in establishing or adapting work procedures to new situations, and in performing varied clerical work and administrative services to conserve the time of a superior. The Clerk Typist III may work independently or under general supervision depending upon the nature of the assignment.

ESSENTIAL DUTIES

- Types letters, memoranda, reports, forms, and other materials from dictation, clear copy or rough draft using computer word processing systems;
- ~~Prepares and mails letters to parents of juveniles arrested, and notifications for non-appearance in court;~~
- Maintains filing system and all aspects of document management;
- Tallies, totals and breaks down dollar-value of merchandise stolen;
- Prepares monthly crime statistics in either Uniform Crime Report (UCR) or Incident Base Report (IBR) form;
- Operates a copier, adding machine, transcriber and other office equipment;
- Compiles a variety of periodic reports, including statistical accident information used for special enforcement and Public Safety Committee ~~Safety, Traffic and Parking Commission;~~
- Prepare background investigations and appropriate invoices for employment, law enforcement criminal histories, perspective tenants, military, etc., according to Open Records Law;
- Answers telephone, taking complaints, giving out information and referring calls as required.
- Process and review all reports for accuracy, which may include but limited to accident reports, city ordinance violations, traffic violations and state law violations.
- Maintains an accurate record system by updating information and consolidating information.

OTHER DUTIES

- Operates microfilm camera to obtain necessary information/requests; also including preparing reports for scanning into current server system. ~~filming, loading film, and filming of old reports;~~
- Assist seasonal worker(s) volunteer with assignments; help doing filming and filing;
- Training of new personnel on current records management system;
- Performs other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: High school diploma or equivalent, supplemented by vocational secretarial courses and advanced clerical training

Experience: Progressively responsible clerical experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities as determined by the Chief of Police;

Certifications/Licenses: None

Other Requirements: Above average computer skills, particularly in the use of current word processing and other office software such as spreadsheets and database products.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to read and interpret incident reports and arrests; create and keep organized reports and records; the ability to deal with the public in a professional and courteous way; the ability to understand and follow oral and written instructions; Basic knowledge of Municipal ordinance and traffic violations, state charges and juvenile referral procedure; must be able to maintain strict confidentiality; the ability to train current and new employees on records management system; and the ability to effectively communicate in verbal and written form. This position must also possess the ability to write reports and correspondence; draft or compose letters or communications, the ability to add, subtract, multiply and divide; the ability to apply concepts such as fractions and percentages; and the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: Ability to coordinate eyes, hands, feet and limbs in performing filing, typing, keyboard, telephone and calculator skills.

Physical Effort: Ability to exert light physical effort in sedentary to light work, involving lifting 25 lbs., carrying, pushing, walking and standing. Ability to handle, finger and feel. Ability to recognize and identify

degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, associated with objects or materials.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work of this position is performed in an office environment where the noise level is generally moderate to quiet.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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