



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Administrative Assistant - Police Investigations	BAND/LEVEL:	ADM III
DEPARTMENT:	Police Department	JOB NO:	4120
DIVISION:	Investigations	DATE:	12/17/2018
REPORTS TO:	Major	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	New Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Performs gathering and sorting of police investigation information. Employees in this class are responsible for obtaining, processing and indexing investigative information. Responsibilities include summarizing police information and assisting in the preparation of reports. Work involves planning, scheduling and prioritizing work assignments. Though reporting to a major, most duties are carried out under the supervision of a police captain or sergeant, who ensures the work conforms to prescribed policies and procedures. Work at this level involves preparing case summaries or reports of investigative findings; responding to official inquiries from other law enforcement agencies; collecting data relating to criminal activities, events, and incidents; informing case investigators of data to assist them in investigations; conducting oral briefings; communicating with victims and the general public; keeping accurate up-to-date records of all activity performed; and operating within a police environment. This position will be exposed to sensitive and restrictive information where confidentiality is required.

DUTIES AND RESPONSIBILITIES:

1. Gathers and compiles information needed by Investigations personnel in support of police investigations.
2. Supports the Investigations supervisors and detectives with case development.
3. Contacts victims using approved investigative techniques.
4. Supports the command staff by preparing written reports on investigative findings.
5. Keeps records pertaining to Investigations resources and special assignments that are not maintained within other sections within the Department.
6. Prepares written correspondence related to Investigations personnel.
7. Assists in the collection and delivery of property and/or media information to support the police investigation.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not

limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education which includes courses in typing, basic mathematics, bookkeeping, and operation of office machines and personal computer (word processing, spreadsheets, and Presentations) or an equivalent combination of education and work experience.
- Must have and maintain a valid driver's license.
- Able to pass a polygraph examination and background investigation.
- If the job is required to access the Kansas Criminal Justice Information System, you must be at least 18 years of age.

EXPERIENCE:

- Two to three years of administrative and clerical experience including use of PC.
- Prior experience in serving the public.

SKILLS:

- Working knowledge of gathering and compiling information.
- Knowledge of office environment procedures.
- Preparing written correspondence.
- Experience with basis software programs such as Microsoft Office and Google products.
- Basic math and accounting skills.
- Good oral and written communication skills.
- Interpersonal skills.
- Proficient typing and data entry skills.
- Good listening skills.
- May require shorthand or dictaphone skills.
- Working knowledge of word processing, spreadsheets, databases, eMail, and calendaring computer software applications.

MENTAL REQUIREMENTS:

- Analytical skills.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Ability to learn and understand PC software applications.
- Diplomacy and judgement.
- Organizational skills.
- Ability to work in hectic environment with many interruptions.
- Ability to comprehend and protect confidential and sensitive information .
- Concentration.
- Alpha and numeric recognition.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.