



## **Administrative Coordinator**

Police Department

PD/8

### **JOB SUMMARY**

This position is responsible for coordinating administrative functions for the Police Department.

### **MAJOR DUTIES**

- Enters citations and arrests into computerized database.
- Disseminates reports and citations to proper agencies.
- Prepares weekly, monthly, and annual statistical reports.
- Prepares daily Motorcycle Rally statistics reports.
- Registers sex offenders; updates and maintains records.
- Enters credit card information into software program.
- Submits monthly reports to NIBRS.
- Performs criminal record checks as requested.
- Enters case dispositions into database.
- Disseminates accident and other reports to affected parties.
- Answers telephone and greets visitors; provides information and assistance.
- Assists in managing the department budget; reconciles budgets on a monthly basis.
- Coordinates the hiring of temporary Rally workers; orders Rally uniform items as needed.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of city and department policies and procedures.

- Knowledge of computers and job-related software programs.
- Knowledge of records management principles.
- Knowledge of NCIC rules and regulations.
- Knowledge of customer service principles.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other public safety agencies, court personnel, attorneys, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.

- The work is performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.