

100.11 POLICE ADMINISTRATIVE ASSISTANT

- A.** The Police Administrative Assistant is responsible for performing a broad and varied range of administrative support activities; including, but not limited to, data entry in the regional law enforcement computer system; communication with area agencies and courts, tracking Department budget expenditures and balances; maintaining and updating open and closed cases; maintaining Department inventory; coordination of hiring process paperwork; preparing Department correspondences; and special projects.
- B.** The Police Administrative Assistant receives supervision from the Chief of Police, assists all Officers in administrative law enforcement activity, assists Village Hall employees with information that they need from the Police Department.
- C.** The Police Administrative Assistant ensures work quality and adherence to established policies and procedures, and performs sensitive technical tasks relative to assigned area of responsibility.
1. Process case paperwork and enter into the regional law enforcement system.
 2. Distribute case paperwork to the appropriate law agencies.
 3. Process court orders for sealed or expunged cases.
 4. Keep current list of Department contact information for distribution to various law enforcement agencies and courts.
 5. Maintain domestic violence statistics and report to State of Ohio.
 6. Process court notices.
 7. Maintain Officer signature list for Stow Municipal Court.
 8. Maintain parking citation records.
 9. Research cases in the court system to verify status, categorize the videos for each case according to their status and Record Retention Schedule.
 10. Maintain warrants, corresponding records, list of warrants, and video.
 11. Maintain ballistic vest information, submit reimbursement requests.
 12. Respond to background check requests from employers.
 13. Maintain L.E.A.D.S. certification.
 14. Keep Department up to date with pertinent Village and law enforcement information.
 15. After Supervisors have interviewed and chosen employee candidates; coordinate pre-employment testings and prepare paperwork.
 16. Prepare step salary memos for employees who haven't reached top rate.
 17. Maintain record of overtime for the Summit County Drug Unit. Review timesheets and process paperwork for reimbursement.
 18. Calculate and prepare memo for yearly holiday payout.
 19. Maintain spreadsheet of Department accounts; reconcile payment of claims reports and month-end reports with Department records. Verify invoices and create requisitions.
 20. Maintain and post summary of cruiser and detective car expenses.
 21. Perform yearly Department inventory and maintain Village's Police inventory file.
 22. Maintain inventory lists of equipment from Ohio Department of Public Safety and Summit County Division of Public Safety.

- 23.** Process Solicitor Permit applications.
- 24.** Process Block Party applications.
- 25.** Distribute monthly Department schedule.
- 26.** Report yearly agency roster to State of Ohio, if requested.
- 27.** Maintain and organize all police department records and files records according to the Village records retention schedule.
- 28.** Maintain supplies and equipment. Create and update law enforcement forms. Maintain supply of government forms. Schedule office equipment maintenance.
- 29.** Assist residents with information about garage sales and ordinance information.
- 30.** Yearly registration with government System for Award Management (SAM).
- 31.** Process public record requests, verifying interpretation of regulations and policies.
- 32.** Assist with technical support with networking, software, internet, cable, hardware.
- 33.** Record and file resident vacation notifications.
- 34.** Maintain reservation list for Police Department detective car use.
- 35.** Compose a variety of correspondence, reports and other materials requiring independent judgement as to content, accuracy, and completeness.
- 36.** Prepare certified mail for unclaimed vehicle notices.
- 37.** Process mail and various Department communications.
- 38.** Receive/record miscellaneous payments.

D. The following are qualifications that are considered when filling the position of Police Administrative Assistant. These requirements are not all-inclusive but allow for parameters in the selection process.

- 1.** Familiar with general computer programs, including Microsoft Office and Excel.
- 2.** Proficient with office equipment including fax, copier, phone systems, etc.
- 3.** General aptitude of office skills and proficient on keyboard.
- 4.** Demonstrate excellent oral and written communication skills.
- 5.** Ability to multi-task and prioritize.
- 6.** Compose a variety of reports and records requiring independent judgment as to content, accuracy and completeness.

E. The job description for Police Administrative Assistant indicates the tasks and levels of work that are required of the position assigned to this classification and will not be held to exclude other related duties.