



Edward A. Thompson
Chief of Police

Police Secretary/Evidence Technician

Job Description:

General Statement of Duties: Under direction and supervision of Chief of Police, performs clerical duties pertinent to the Police Department and Town Hall as required.

Supervision Received: Reports to Chief of Police

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position. Duties may vary given workload and Town's needs in response to unforeseen events.

- Answers and directs incoming telephone calls; Provides citizen assistance by fielding questions, concerns, and complaints from the public.
- Performs word processing, data entry duties, general clerical duties including typing, filing, and photocopying; Prepares, types, and distributes correspondence, memos, and reports.
- Research court and department records; Enters and updates cases and arrest information into the records management system; Maintains and updates department files, records, and reports in accordance with federal, state, and municipal standards.
- Maintains and prepares specific Ordinance Permitted activity such as, but not limited to, Peddler's Permits and Liquor Licenses.
- Maintains **strict confidentiality** of extremely sensitive and restricted information.
- NIBRS Data Entry and acts as agencies CBI Terminal Coordinator
- Monthly Validation of stolen/lost items entered into CCIC/NCIC
- Update POST portal with officer training.
- Complete orders as directed by the Chief of Police.
- Serve as departments evidence technician under the direction of the Lieutenant.
- When appropriate, assists, prepares, and completes similar documentation and filing with the Town and/or Court Clerk.
- Maintains a filing system
- Create and maintain a Sex Offender Registration, Database and associated responsibilities for the Town of Meeker (e.g. quarterly or yearly registrations, new files, ensure compliance).

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Chief of Police*

CORE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of standard office practices, including operation of a computer and related software. Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances. Ability to efficiently type and enter recorded data with accuracy. Knowledge of Town rules, operations, procedures, policies, and Town programs.

MINIMUM QUALIFICATIONS

Employment Candidates are desired who have secretarial / office management work experience performing core functions. However, work experience in an office environment performing core functions with a demonstrated ability to quickly learn processes, demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-paced, demanding environment will be considered.

Working Environment/Physical Requirements

Work environment is primarily in an office setting and may require sitting for long periods of time. The physical demands here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is frequently required to talk, hear, see and use hands and fingers to touch, handle, grasp, reach, push and pull. The employee may occasionally be required to exert force up to 20 pounds and may frequently be required to exert a negligible amount of force to lift, carry, push, pull or move objects. The noise level in the work environment is usually moderate.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the Town of Meeker or the Meeker Police Department.

Applicant Signature

Date_____

Printed Name