

## **POLICE CRIME ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a civilian support position in a municipal police department. The incumbent is responsible for assisting in the records management function of the department which includes, but is not limited, to gathering data from a variety of sources and compiling the information into several forms such as reports, maps, graphs, charts, lists, etc., monitoring entries made into the system, as well as training sworn and non sworn personnel in the use of law enforcement database records in accordance with regulations, agency policy and other established standards. Supervision is received from a supervisory ranked Police Officer with direction on specific assignments received from a command officer. Supervision is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Gathers, reviews, stores, files, extracts, merges, updates, deletes and generally maintains complex criminal and other police type records/databases;
2. Produces lists, reports, maps, graphs, charts, statistical data and disseminates same;
3. Monitors files, records and cases for necessary documentation and adherence to or compliance with regulations and agency policies, and takes follow-up action to correct errors;
4. Gathers data for training purposes;
5. Assists in training sworn and non-sworn personnel in the use of law enforcement database record functions;
6. Provides assistance to outside agencies in the use of police department records system for resource purposes;
7. Acts as liaison relative to law enforcement database record systems;
8. Advises users regarding procedural changes within the records system;
9. Provides continued instruction relative to module changes;
10. Provides administrative support including typing letters and memos and working on special projects as directed;
11. May attend training as necessary.

**POLICE CRIME ASSISTANT** (cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of computerized records management system capabilities in order to identify crimes, produce lists, reports, maps, graphs, charts, statistical data etc. and to train others in the use of same;

Knowledge of data processing and computer-based systems capabilities as they relate to gathering, retrieving, extracting, storing, and manipulating data for presentation purposes;

Knowledge of office procedures and equipment;

Knowledge of rules, regulations, policies and public records statutes related to police department records;

Skill in establishing and maintaining effective working relationships;

Ability to maintain confidentiality and exercise discretion in regard to the activities of the department;

Ability to act independently in carrying out the daily functions of the position;

Ability to speak knowledgeably and with authority about areas of responsibility and to advise staff on how to address situations that occur;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:      (A)    Completion of two years of college or business school (30 credits equals one year);
- OR:            (B)    Two years of general office experience which included skilled word processing and database management;
- OR:            (C)    An equivalent combination of training and experience as indicated in (A) and (B) above.