

# South Jordan City

## Job Description

<b>Title:</b>	<b>Police Assistant</b>	<b>Effective Date:</b>	<b>7/1/17</b>
<b>Org:</b>	<b>100600</b>	<b>FLSA:</b>	<b>Nonexempt</b>
<b>Pay Grade:</b>	<b>6</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Work as directed on special programs and projects for the Police Department under the direction of the Police Chief. Perform a variety of confidential and entry-level administrative duties for the Police Administrative Staff.

### SUPERVISOR

Police Chief

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Effectively use crime analytic products and platforms. Produce analytic products and make deployment recommendations. Provide training to officers. Make presentations to command staff and other stakeholders as directed. Provide analytic support to field operations and investigations divisions.

Assist in the production of the Police Department annual report under direction of command staff

Work on other special programs and projects as directed by the Chief of Police.

Provide administrative support to the Chief of Police and the Administrative Staff.

Transcribe all sensitive and/or confidential material for the Police Department.

Initiate and maintain files and records including official resolutions, ordinances, policies and procedures, budget, purchasing, personnel, payroll, and other records to assist in the administration of departmental programs; ensure proper filing, and maintain and update resource materials.

Collect, compile, and analyze information from various sources on a variety of specialized topics; write reports that present and interpret data, identify alternatives and make and justify recommendations.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from High School or G.E.D.:
  - AND
  - B. Six (6) months experience in above related duties, preferably in a law enforcement setting.

2. Special Qualifications:

BCI Certification within six (6) months of hire  
Complete 8 hours of approved NCIC TRAINING annually.

3. Knowledge, Skills and Abilities:

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.); some knowledge of basic mathematics

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers; perform general bookkeeping; establish and maintain comprehensive records and files.

4. Working Conditions:

Generally light physical effort, typically in an office setting with comfortable working conditions. asks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Police</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>Part Time General Pay Plan</b>	<b>Tech-Net Match:</b>	