



Mt. CRESTED BUTTE POLICE DEPARTMENT

911 Gothic Road • PO Box 5800
Mt. Crested Butte, Colorado
Office: 970-349-6516
Fax: 970-349-5866

Town of Mt. Crested Butte Job Description Police Department Administrative Assistant

Position Title: Administrative Assistant

Reports to: Police Chief

Direct reports to this position: none

FLSA Status: Non-exempt

Pre-Hire Requirements: This position requires successful passing of a criminal background and motor vehicle check.

Hours: Monday through Friday, 8am to 5pm, with overtime and call out time required as needed. This position is in the office, full time.

Purpose

Provide high-level administrative support for the Police Department, in addition to accepting full responsibilities as Public Information Officer, Certified Records Technician and Evidence Custodian.

Education and Experience

High school diploma required; Bachelor's degree preferred.

Ability to complete the required specialized training and certificates within six months of hire, including the following: CCIC Coordinator, NIBRS Certification, CORA Certification, call out and drug screening as necessary.

Tasks

- Make travel arrangements for Police Officer's and Police Chief as requested.
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid management.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Prepare responses to correspondence containing routine inquiries.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.



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- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Provide clerical support to other departments.
- Attend meetings to record minutes.
- Prepare, maintain and distribute case reports, citations, evidence, files, etc. both physical and electronic, to various recipients including CBI/FBI, District Attorney, County/Municipal/District Courts, Department of Revenue, law enforcement agencies and the general public, in accordance with the Colorado Open Records Act (CORA).
- Maintain satisfactory Colorado Open Records Act (CORA) certification.
- Maintain satisfactory certification as CCIC Coordinator (Colorado Crime Information Center) for Colorado Bureau of Investigation (CBI).
- Effectively manage communication and compliance with the CCIC system.
- Ensure National Incident Based Reporting System (NIBRS) reporting is compliant to CBI standards and mandates. Analyze data, identify errors, utilize proper data coding strategy and correct data as necessary.
- Serve as official custodian of criminal justice records. Provide testimony in Municipal, County and District Courts as required.
- Serve as Public Information Officer, execute media interviews, public relations and prepare all external departmental communication, Press Releases, Memos, media submissions, etc.
- Serve as Evidence Coordinator, maintain secure facility for all department held property ensuring compliance with State and Federal standards, track, store, safe-keep and distribute all property as necessary.
- Supervise and administer police records management system for accuracy and compliance.
- Apply laws, rules and regulations on the use, distribution, retention, confidentiality, sealing and expungement of Police records. Develop, implement and maintain procedures to ensure compliance.
- Register Sex Offenders, both in person and via the FBI Criminal Justice Information System (CJIS). Prepare Community Notification and public information meetings as necessary.
- Develop, implement and modify clerical and informational systems and procedures to streamline operations and ensure compliance with all policies, procedures and criminal statutes.
- Complete tri-annual CBI audit process to verify all CBI policies and practices regarding both the agency and technology are in compliance with CCIC and NCIC standards.
- Assist officers with cases, case follow up and computer work.



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- Assist on-scene with execution of Search Warrants.
- Take minor police reports from the general public.
- Secure grant awards and complete required grant auditing to ensure award compliance.
- Act as department liaison for computer systems malfunctions and maintenance.
- Collect and record data from officer daily logs and reports.
- Prepare, analyze and distribute monthly report for the Gunnison County Sheriffs Office.
- Dispatch radio communications for the Police Department.
- Maintain updated policy and procedure manual for Administrative Assistant position.
- Maintain updated Police Policy Manual as appropriate.
- Perform Vehicle Identification Number (VIN) inspections.
- Coordinate fingerprinting process, both criminal and civil.
- Maintain effective vendor and supplier relationships.
- Schedule community service activities and participation.
- Maintain inventory of department supplies and officer uniform needs.
- Answer, manage and direct phone calls, primarily for the Police Department and secondarily for all Town employees.
- Perform additional duties and oversee special projects as assigned by the Chief of Police and eight officer Police staff.

Job Specific Required Knowledge, Skills and Ability

- Be physically present at the department to perform a variety of duties which involve in person or specialized databases only accessible at the department.
- Demonstrate considerable knowledge of the principles of organization, administration and conflict resolution.
- Establish and maintain effective, responsive working relationships with peers, subordinates, supervisors, town officials, elected representatives, state, county and federal authorities, civic leaders and the general public.
- Analyze situations quickly and objectively. Make quick, reasonable and effective decisions. Determine and execute the proper course of action.
- Demonstrate superior ability to communicate and express information, procedures and techniques clearly, concisely, effectively, courteously and professionally in both written and oral form.
- Establish and maintain control over situations as they develop. Make proactive, informed decisions concerning routine operational functions.
- Work independently with little or no supervision.
- Understand and carry out written and oral instructions.



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- Demonstrate considerable knowledge of police records systems and their relationship to police management operations.
- Render credible testimony in judicial and administrative proceedings.
- Effectively demonstrate excellent customer service skills.
- Effectively handle stressful situations.
- Manage confidential and sensitive information.
- Execute multiple simultaneous tasks and deadlines.
- Relate with people in potentially volatile situations.
- Demonstrate accuracy and detail.
- Demonstrate effective knowledge of Microsoft Office Suite and general computer knowledge. Operate general office equipment effectively.
- CORA, CCIC, CJRA and Evidence Knowledge

Additional Knowledge

Clerical

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

English Language

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Additional Skills Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.



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- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Science** Using scientific rules and methods to solve problems.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Instructing** Teaching others how to do something.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving Skills

- **Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
- **Installation** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operation and Control** Controlling operations of equipment or systems.
- **Operations Analysis** Analyzing needs and product requirements to create a design.
- **Repairing** Repairing machines or systems using the needed tools.
- **Technology Design** Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting** Determining causes of operating errors and deciding what to do about it.



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Systems Skills

- **Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Financial Resources** Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management** Managing one's own time and the time of others.

Desktop Computer Skills

- **Spreadsheets** Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Presentations** Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Internet** Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Navigation** Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Word Processing** Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
- **Graphics** Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Databases** Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Work Context

Body Positioning



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- Requires sitting
- Requires using hands to handle, control, or feel objects, tools or controls
- Requires repetitive movement

Communication

- Requires contact with others (face-to-face, by telephone, or otherwise)
- Requires face-to-face discussions with individuals or teams
- Requires writing letters and memos
- Requires telephone conversations
- Requires use of electronic mail

Impact of Decisions

- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization
- Opportunity to make decisions without supervision
- Requires making decisions that impact the results of co-workers, or the residents of the area.

Level of Challenge

- Requires repeating the same physical activities or mental activities over and over
- Freedom to determine tasks, priorities, and goals
- Requires being exact or highly accurate

Pace and Scheduling

- Requires meeting strict deadlines

Personal Interaction

- Requires coordinating or leading others in accomplishing work activities
- Requires work with others in a group or team
- Requires work with external customers or the public

Work Setting

- Requires working indoors in environmentally controlled conditions, as well as working outside or on location from time to time. Outdoor environment might involve, cold, dark, wind, rain or snow.

Activities

Communicating with Supervisors, Peers, or Subordinates

- Confer with coworkers to coordinate work activities.



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Establishing and Maintaining Interpersonal Relationships

Getting Information

- Read materials to determine needed actions.

Organizing, Planning, and Prioritizing Work

Communicating with Persons Outside Organization

- Answer telephones to direct calls or provide information.

Performing Administrative Activities

- Execute sales or other financial transactions.
- File documents or records.
- Prepare business correspondence.

Interacting With Computers

Scheduling Work and Activities

- Schedule operational activities.

Updating and Using Relevant Knowledge

Processing Information

- Compile data or documentation.
- Sort mail.

Identifying Objects, Actions, and Events

Documenting/Recording Information

- Maintain police records.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Prepare research or technical reports.
- Record information from meetings or other formal proceedings.
- Transcribe spoken or written information.

Thinking Creatively

Making Decisions and Solving Problems



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Assisting and Caring for Others

- Greet customers, patrons, or visitors.
- Make travel, accommodations, or entertainment arrangements for others.

Monitor Processes, Materials, or Surroundings

Evaluating Information to Determine Compliance with Standards

Coordinating the Work and Activities of Others

Resolving Conflicts and Negotiating with Others

Performing for or Working Directly with the Public

Tools and Technology

Tools

Desktop calculator

Desktop computers

Digital cameras

Scanners

Technology

Data base user interface and query software

- Data entry software
- Microsoft Office Suite
- Ability to learn new software programs relevant to the position.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principle job elements essential for effectively executing the role of Police Administrative Assistant.

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date: