

McHenry County Conservation District

Job Description

Job Title: Police Administrative Coordinator
Division: Operations & Public Safety
Reports To: Chief of Police
FLSA Status: Non-Exempt/Regular Full-Time
Location: Brookdale
Salary Level: 14 (Administrative)
Approved By: Executive Director
Approved Date: 2/1/2010
Modified: 7/23/2019

Summary

The Police Administrative Coordinator is an essential role and is responsible for providing support to the District's Police branch. This position performs a variety of specialized administrative tasks as well as some clerical, and secretarial duties. These tasks can be complex and often confidential in nature. This requires a professional with specialized knowledge and a high level of professionalism. Additional work involves supporting the Chief of Police as well as branch staff in daily operations. This position also handles administrative functions for the Police Department including, but not limited to, answering phone calls; producing administrative reports; functioning as records clerk; processing tickets and accepting payment; delivering documents to the County Circuit Clerk's office; management and processing of evidence; professionally handling regular public contact by phone and in person; and serving as the information and technology (IT) coordinator for the branch.

This person in this position must be able to exercise sound judgment as to the prioritization of work assignments. An ability to self-direct and adapt to a rapidly changing environment is essential. Assignments may vary and can include work on specialty tasks, which call upon specific abilities and knowledge.

In dealing with routine matters, this position functions relatively independently. On a regular basis, however, work duties may require handling difficult decisions from a variety of alternatives when more senior staff is not available. Work is subject to review either in progress or upon completion.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Prepares and files all correspondence, memos, reports, and meeting minutes and/or agenda from rough drafts provided by police staff.
2. Serves as the Police Department records coordinator and manager.
3. Performs a variety of confidential and routine record keeping and administrative duties. Maintains records, files, prepares correspondence, reports, etc. from written and oral instructions. Composes, proofreads, and completes routine correspondence.
4. Reports crime data as required by law to State and Federal agencies.
5. Processes and maintains case dispositions for all arrests, tickets, and ordinance violations. Provides oversight and reporting on the final dispositions of are District Police court cases.
6. Maintains Police records including transfers of tickets and reports to County Clerk's office, Illinois State Statutes, and general use ordinances utilizing an electronic ticketing system.
7. Process, produces, and distributes reports.
8. Responsible for the data processing needs of the branch. Compiles and maintains a database designed to track and assess police activity.
9. Serves as receptionist for the Police branch by answering incoming police telephone calls, referring non-routine inquires to appropriate staff, and forwards messages and calls to District personnel.

10. Serves as the Police branch IT coordinator in maintaining computers, troubleshooting problems, ensuring connectivity between District Police and County offices including the Sheriff's Department, and maintains squad printers.
11. Researches items prior to purchase. Places orders for departmental needs, including but not limited to, uniforms, equipment, and supplies.
12. Assembles bids upon receipt of specifications for the bid item.
13. Assists in the management of the operation of the evidence room ensuring items are properly stored and maintained as evidence. Ensures accurate recording and proper disposition of all lost, abandoned, recovered, unclaimed and evidentiary property. Maintains property control logs, files, and reports in a complete and efficient manner reporting any discrepancies or irregularities to the Chief of Police.
14. Assists in returning, or cause to be returned, property to its owner or other person(s) having legal right to possession.
15. Assists in disposal of unclaimed and contraband property in the manner established by District Police policy and procedure and in accordance with state law.
16. Assist in destruction, or cause to be destroyed, all evidence, property and contraband material in accordance with state law.
17. Assist in processing and routing evidence for appropriate testing and analysis as required.
18. Assists in the hiring process of new District employees and volunteers in processing their criminal background checks in using the Live Scan system and submitting drivers abstract requests for current and new District employees.
19. Assists with the preparation of the branch budget and monthly budget resolutions.
20. Accepts payment for citations and processes the information.
21. Manages records retention for the Police branch and coordinates the purging of the documents in accordance with the law.
22. Use of District vehicles to deliver documents to the County offices.
23. Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.
24. Identifies and implements improvements in services and organizational procedures for the office.
25. Establishes and retains a strong professional network of likewise positioned staff in other police agencies.
26. Attend meetings as required/requested.
27. Serves as a back-up FOIA Officer in receiving, assessing and subsequently disclosing information in response to requests made to the organization under the Freedom of Information Act (FOIA).
28. Other operational tasks as assigned.

Marginal Duties include the following.

N/A

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

An Associate's degree (A. A.) or equivalent from two-year college or technical school , business office management, or related field; and a minimum of three years related experience and/or training in administrative work; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

1. Possess a valid driver's license.
2. Achieve FOIA certification within thirty days of appointment and maintain certification.
3. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.
4. Must obtain LEADS certification within the first thirty (30) days of employment and maintain certification.

Other Qualifications

1. Good organizational skills
2. The ability to contribute to the success of larger district operations through application of skills in meaningful way.
3. Knowledge of business English, spelling, punctuation, grammar, format, vocabulary, composition and tone.
4. Knowledge of modern office practices, procedures, and equipment.
5. Knowledge of the organization, operations, policies, procedures, and administrative practices existing within the District or experience with organizations of similar structure.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions to successfully complete tasks. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Access, PowerPoint, and Outlook software programs; Police evidence database system; Live Scan finger print system.

Other Skills, Abilities, Requirements

1. Due to the sensitivity of information being processed by this position, it is required for this position to maintain a high level of confidentiality as appropriate to the job duty.
2. Demonstrated skill in the operation of personal computer.
3. Be able to type 55 words per minute.
4. Skill in making decisions according to established policy or procedure.
5. Skill in the operation of related office machines.
6. Demonstrated skill in maintaining administrative, fiscal, and general office records and to prepare reports from verbal instructions.
7. The ability to research and answer questions from District records and/or policy.
8. Skill in composing correspondence on routine matters and in performing office management functions.
9. Interpersonal skills needed to effectively communicate and maintain relationships with fellow employees, to build and maintain professional networks and appropriately respond to citizen concerns promptly, courteously, and tactfully.
10. Skill in learning and applying new computer programs to enhance the District's data processing abilities.
11. Ability to take initiative in looking for more efficient ways to enhance the operations of the branch.
12. Skill in efficient time management.
13. Skill in managing extensive public contact under stressful conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Occasional face-to-face verbal communication between a member of the public and the individual is required where upon meeting the member of the public may appear disgruntled. A level of risk is involved with Bloodborne Pathogens and other hazardous materials when handling and processing evidence.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.