



CITY OF BENTON

CID Secretary

Job Description

Job Title: CID Secretary

Classification: Non-Exempt

EEO Category: Full-time

Department: Police Department

Reports to: CID Sergeant

Pay Grade: \$36,496.00 - \$52,540.00 per year
\$17.55 - \$25.26 per hour

SUMMARY

The CID Secretary works under the general supervision of the CID Sergeant and is responsible for entering and maintaining various computer records, paper records, files, correspondence, and reports for the Criminal Investigation Division, Special Investigations Division, Special Operations Division, and Professional Standards Division of the Benton Police Department. This position is the department's sex offender coordinator and applicant testing coordinator. State and federal laws and department policy govern this position.

ESSENTIAL DUTIES

- Types correspondence and forwards information received to the various divisions of the Benton Police Department in a timely, professional, and courteous manner.
- Greets visitors coming into the Criminal Investigations Division and assists them.
- Prepares outgoing mail, collects and distributes incoming mail, and notarizes affidavits and statements submitted by department personnel.
- Efficiently transcribes and copies taped interviews.
- Orders office supplies for the police department and communications center and ensures the CID supply cabinet is kept organized and stocked.
- Prepares, maintains, forwards, and documents receipts pertaining to case files.
- Responsible for registering, updating, and maintaining files on all sex offenders and appropriately places them on the department website. Ensures the sex offenders complete registration in the state website (CENSOR).
- Fingerprints applicants and citizens as required.
- Serves as a contact person between the Benton Police Department Criminal Investigation Division, ACIC and ADC personnel by maintaining open communications with those agencies.
- Notifies the CID Sergeant of any potential or real problems facing their work area or the division.
- Builds forms and spreadsheets as required or assigned. Performs related tasks as required or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the incumbent is continuously required to talk or hear, frequently required to walk, sit, reach, and occasionally required to stand, climb, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 50 pounds and regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision. The incumbent may be exposed to fumes or dust from the evidence processing room.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic and of the alphabet.
- Knowledge of computers and computer programs. (Windows 7 Professional, Office 2010, XP, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint, Web-based content management systems)
- Ability to communicate effectively orally and in writing.
- Ability to answer the telephone, greet visitors, and provide information and assistance.
- Ability to maintain accurate filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.
- Ability to transcribe.
- Ability to type a minimum of 50 words per minute.
- Ability to accurately multi-task.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and at least three (3) years training in business office practices, or a related field.

Other job-related education and/or experience might be substituted for all or part of these basic requirements upon approval of the Chief of Police.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the general public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.