



Montpelier Police Department Police Support Specialist

SALARY

\$16.00 - \$18.00 Hourly

JOB TYPE

Part-time (28 hours per week)

OPENING DATE

06/21/2023

CLOSING DATE

Until filled

Description

Under general supervision, performs a variety of general, technical, and complex clerical tasks associated with law enforcement support services; maintains confidential and highly sensitive records as related to police activities; secures and maintains crime evidence and "chain of evidence", and performs related work as required.

The individual selected for this position will go through an extensive background process that will include the following:

1. Completion of the Personal History Statement for Police Applicants
2. Reference Check and Verification of Employment
3. Fingerprint based background check
4. Pre-Employment Drug Screen

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Chief of Police, although work is performed independently.

Essential Functions

Responsibilities and duties may include, but are not limited to the following:

- Types, records, and files a wide variety of police records, reports, and material including citations, traffic reports, letters of non-compliance, animal control reports, criminal and non-criminal reports and statistical reports.
- Performs a variety of tasks related to crime scene investigations and property and evidence control, including collecting, analyzing, evaluating and preserving evidence; logging evidence into records management system; checking items in and out for court and investigations; determining when to dispose of evidence and prepare appropriate documentation; and maintaining and updating knowledge of evidence handling requirements.
- Performs roll fingerprints for citizens.
- Delivers evidence to the appropriate crime lab.
- Prepares, approves and releases records requests, records checks, insurance verifications and record clearance letters to officers and the general public.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; provides testimony in court regarding evidence and other police matters; maintains records and tracks such actions.
- Establishes and maintains office files following an established filing system; compiles information from such files; purges files as required.
- Operates standard office equipment, including job related computer hardware and software applications for data entry, facsimile equipment and multi-line telephones, may operate a two-way radio or other department specific equipment.
- Monitors training needs and makes recommendations.
- Attends meeting as needed.

Performs related duties and responsibilities as required.

Minimum Qualifications

Knowledge of:

- Functions, principles and practices of law enforcement agencies, including records disbursement is highly desirable.
- Applicable laws and regulations and statutes is highly desirable.
- Standard office practices and procedures, including filing and the use of standard office equipment.
- Techniques for dealing effectively with the public and city staff; in person and over the telephone.

Ability to:

- Establish and maintain self-control in dealing with hostile individuals.

- Operate a variety of modern office equipment, including computer terminals.
- Understand and carry out oral and written directions.
- Testify in court or civil proceedings about policy, procedures, or records on file.

Education / Training:

- Graduation from high school is required. Experience in a law enforcement setting or a field related to the work are desirable.

Certificates/License:

This position requires the following:

- Possess and maintain a valid Idaho class D driver's license with satisfactory driving records.
- CPR/Basic First Aid course along with AED course with a current certificate will be required to work in the police department. This course must be completed within six months of employment.

Additional Information

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, climb, balance, lift evidence for storage and inventory and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen. Must be able to write, spell and relay accurate information on incident and accident reports.
- Exposure to potentially hostile environments; exposure to potential hazardous substances and or human or animal bodily fluids.
- Some travel to and from local sites will be required.

Address: 830 Washington Street
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