

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE INVESTIGATIVE ASSISTANT (Job Code 685).

GENERAL STATEMENT OF JOB

Under direction of the Criminal Investigations Division supervisors, performs routine office and investigative support functions for the Investigative Services Bureau. Employees in this class should possess extensive departmental knowledge, investigative aptitude and excellent clerical/keyboard skills. Duties are diverse and may range from record keeping and report maintenance tasks to clerical and receptionist responsibilities for the Criminal Investigations Division. Office support functions performed at this level may be complex in nature and require a high degree of organization and accuracy. Employees in this class coordinate a diverse variety of investigative support tasks that can be complex in nature, some utilizing proprietary databases. The incumbent prioritizes tasks, is well organized and performs independently with supervision or review when necessary. Exercises good judgment and sound decision-making. This position requires a high degree of trust and confidentiality due to the nature of the work.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Abides by strict non-disclosure of confidentiality and/or sensitive information.

Generates correspondence and memos, places office supply orders and department requisitions for ordering, order follow up, claim forms, monthly operational reports, annual budgets, and other relevant materials appropriate to the division.

Takes telephone inquiries and complaints, ascertains nature of call and directs it to the appropriate individual or department.

Performs a variety of essential record keeping duties and manages record keeping and filing system pertaining to division duties.

Receives and disseminates incoming intelligence, data and documents.

Reviews Field Interview reports and other data for intelligence and correlation to criminal investigations.

Manages subpoenas for Criminal Investigations Division personnel.

Assists in quality control of division documents and work products.

Performs proprietary and non-proprietary database searches in support of investigative and administrative activities.

Performs reception functions for the division.

Conducts analysis of data derived from pawn brokers and second hand dealers for correlation to cases.

Processes Crime Stoppers tips and other similar data.

Conducts on line validations on open missing person and other cases.

Maintains division calendar.

Acts as liaison between the division and outside agencies, gathering and relaying information as needed.

Assists other departmental employees by relaying instructions, advising on department policy, and requesting information as directed by the division supervisor.

Assists in case management duties, including administrative contact and updates with victims/witnesses.

Transcribes audio/video recordings.

Processes and disseminates intra-office and external division mail.

Performs related clerical and investigative support work as required. Basic computer skills utilizing common Microsoft Office applications to generate orders, basic memorandums, letters and other work products as required by division personnel.

Assists and supports other department personnel as required.

Assists the Records Management Liaison Officer in the fulfillment of public records requests.

Performs emergency response duties as necessary.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with basic minimum level course work in computers, accounting, and/or business; minimum two (2) years of related work experience. Must pass a background and fingerprint check as required by FBI and FDLE confidential proprietary database user's agreements.

PREFERRED TRAINING AND EXPERIENCE

Some college in computers, accounting, and/or business is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5 -15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to fluently read, write and speak in standard English, including the ability to read a variety of materials relevant to government, legal, Police Department, and City administrative operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in task management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork, documentation, and data.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment and digital software applications. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting emotionally or under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed in an office environment without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions.

Knowledge of reports and record keeping principles and techniques, including public record principles and retentions.

Knowledge of filing principles and methods.

Skilled in both written and oral communication for effective expression and clarity.

Skilled in Microsoft Office suite, including Word and Excel.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental general orders and standard operating procedures.

Ability to establish and maintain effective working relationships with supervisors, co-workers and other department staff with which position interacts.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to multi-task while maintaining attention to detail for ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date