

CLERK/DISPATCH-MUNDY TOWNSHIP POLICE DEPARTMENT

GENERAL STATEMENT OF DUTIES

Responsible for receiving and distributing information and calls for assistance via telephone or radio in township police department. Performs general clerical duties involving various police department operations, including the processing of records, documents, and files. Assists residents and other visitors to the police department. Acts as Terminal Agency Coordinator for police department LEIN system. Works under the supervision of the Township Police Chief.

STATEMENT OF TASKS

- Answers phones and assists citizens and other individuals with questions and requests (copies of reports, Freedom of Information requests, records checks for adoption, employment, service)
- Routes calls and information to appropriate individuals
- Utilize local police radio channel for assistance to law enforcement personnel in the field
- Acts as the Terminal Agency Coordinator for LEIN system (does monthly LEIN validations, maintains LEIN files, maintains personnel training files for LEIN, takes care of LEIN audits by State of Michigan)
- Process misdemeanor and juvenile arrests for presentation to courts
- Involved with computer entry of reports as needed
- Assist detective in charge of processing retail fraud complaints
- Assist officer in charge of processing abandoned vehicle complaints
- Prepares special studies and reports as required
- Maintains/updates Sex Offender Registry database as required (monthly check-ins, moving, traveling, accepting/processing fees as required)
- Processes/updates supplement reports from detectives
- Prepares paperwork necessary for officers involving civil infraction hearings
- Substitutes for other police department clerical staff as necessary

The statement of tasks above is intended to be illustrative of the many duties that may be assigned. It is not to be interpreted to describe all of the duties an employee in this job classification if required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to transcribe tapes and reports and type accurately and rapidly
- Knowledge of general office procedures, terminology, and equipment
- Knowledge of computers systems and related software, including word processing
- Ability to understand and follow oral and written instructions

- Ability to establish and maintain effective working relationships with co-workers
- Ability to deal with other agencies and the public in a courteous and effective manner
- Ability to communicate both orally and in writing

MINIMUM QUALIFICATIONS

Three (3) years of responsible clerical experience and Associates Degree in business/secretarial studies or related field

OR

Graduation from high school or equivalent GED and five (5) years of police department clerical experience, including word processing and computer operations

SPECIAL REQUIREMENTS

- LEIN Certification & TAC Training will be required of person selected