



Police Technician Part-time

Class Code:
15013

Bargaining Unit: AFSCME

CITY OF RAMSEY

Established Date: Sep 23, 2020

Revision Date: Sep 30, 2020

SALARY RANGE

\$21.15 Hourly

PRIMARY OBJECTIVE OF POSITION:

Provide clerical skills, administrative assistance and assist in the coordination of the police department record keeping and public assistance functions.

This is a part-time twenty-five (25) hours per week position; there is flexibility within the Monday through Friday 11:30 am to 4:30 pm schedule. This is subject to supervisor approval.

Paid leave benefits (vacation and sick time) are pro-rated based on hours worked per week.

****This is an AFSCME union position****

MINIMUM QUALIFICATIONS:

Minimum qualification must include the following:

- Must be at least 18 years of age
- Must have a high school diploma or GED
- Must have a current MN driver's license in good standing
- Must be able to type at least 40 words per minute
- Must have at least one (1) year of general office experience
- Must have experience with data entry and records management
- Must have experience in transcription

Desired Qualifications

- Post secondary office related education
- CJIS Terminal Operator Certificate
- Experience with Anoka County Records Systems (Central Square / Tritech)
- Experience with Data practices and imaging

- Experience with property/evidence rooms
- Basic bookkeeping skills
- General knowledge of Minnesota offense and calls for service codes

ESSENTIAL JOB FUNCTIONS:

Duties include, but are not limited to:

- Maintain police records
- Answer department phone calls
- Assist with walk-ins to the Police lobby
- Assist Officers/Investigators with case assembly, research & case management
- Perform other duties as assigned (within the ability and resources of the Police Records Technician) at the verbal or written direction of the Police Office Supervisor, Police Captains, Police Chief or his/her designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard office practices, policies and guidelines
- Knowledge of offense and calls for service classification codes
- Skills in Microsoft Suite including Word, Excel, and Outlook
- Ability to accurately perform Police Department filing procedures
- Ability to effectively and courteously meet the public to resolve their needs and to communicate with City Staff and elected officials
- Ability to work independently with efficiency and accuracy
- Ability to accurately type at least forty (40) words per minute
- Ability to maintain State computer terminal operators certification
- Ability to follow oral and written instructions
- Ability to maintain private and confidential data

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Repetitive Hand Motion
- Use of arms for extended periods of time
- Stationary desk or work bench

This job requires employees to be able to lift and carry up to 34 pounds without assistance.

The following are the working conditions of this position:

- Working Indoors