



POLICE TECHNICIAN

DEFINITION: Under general supervision performs work of moderate difficulty in reviewing and routing arrest and case reports and parking and traffic citations; processing evidence and property received by the Police Department; collecting, analyzing and summarizing data, and performs related work as required.

EXAMPLES OF DUTIES:

1. Examines all reports for accuracy and completeness and routes copies to various Police Department elements and other agencies as required; routes copies of police reports to proper prosecutorial agencies.
2. Maintains records of arrests.
3. Ensures that computer entries or cancellations have been made when necessary.
4. Maintains and routes, as necessary, records of incidents and information received and releases information to news media according to established guidelines.
5. Operates and performs routine maintenance on photocopying equipment.
6. Performs related work as required.

KNOWLEDGE AND SKILLS:

Knowledge of: office terminology and procedures, the operation of office equipment and machines and personal computers. Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments. Knowledge of business English, spelling and arithmetic. Ability to maintain the confidentiality of communications, files and documents. Ability to perform moderate to heavy physical labor and in coordinating and organizing a variety of activities.

TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. One (1) year of experience in office clerical work with experience in use of a personal computer, the MS Office Suite, and governmental software; completion of one (1) secondary level course in typing or keyboarding, or any equivalent combination and experience.

Reports to: Records Supervisor



Class Code: 2118

Pay Grade: 22

FLSA: Non-Exempt
Group: AFSCME 1058

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed primarily in an office setting with extended periods of walking, standing, lifting, bending, or other physical activities including moderate to heavy lifting and moving items up to 50 lbs.. Many tasks may have set deadlines and involve volume processing. Some driving may be involved.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Illinois Driver's License

LEADS Certification within 6 months of hire.

Ability to maintain reasonable and customary attendance.

Ability to work well with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.