



POLICE ADMINISTRATIVE SERVICES COORDINATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

The Police Administrative Services Coordinator position performs a wide variety of administrative within the Police Department. This position supports the departments training program by coordinating the training programs for sworn and civilian personnel

SUPERVISION RECEIVED:

Receives direction from the Police Services Manager.

ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

- Provide support to the Police Administrative Services Division, which includes Investigations, Records, Communication/Dispatch, and Training.
- Compile all required reports and documents to be filed at the District Attorney's Office.
- Assist with the coordination, organization and implementation of training programs for sworn and civilian personnel.
- Receives and responds to requests from field personnel, external law enforcement agencies and others authorized to receive information which includes criminal histories, wanted persons and property, warrants, stolen items, drivers histories, vehicle registrations, etc.
- Make class/course, travel and lodging reservations.
- Enforce POST rules and regulations pertaining to training requirements and reporting standards.
- Communicate with City personnel and program participants through email, telephone calls, written and verbal correspondence.
- Complete and file training logs, spreadsheets, reports and other records necessary for training programs and activities.
- Collect fees, issue receipts, prepare deposits and reimbursements.
- Provide administrative support to the police department, including answering telephones, typing, filing, record keeping, and time sheets.
- Maintain training certification records.
- May prepare, update, and maintain a variety of calendars, schedules, and appointments.
- Type, word process, record and file a variety of police records, reports and materials including memos, letters, reports, complaints, declarations, booking information, warrants, citations, and crime and traffic reports.
- Perform other related duties and responsibilities as assigned.

EXPERIENCE & EDUCATION:

Knowledge of-

Training program coordination; modern office procedures, methods, and computer equipment; principles and procedures of record keeping and revenue collection; POST requirements for training program development, implementation and reporting; basic mathematical procedures. English usage, spelling, vocabulary, grammar, and punctuation.

Ability to-

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; provide quality customer service to citizens and other City personnel; organize and implement training programs and activities; work well with a variety of people, including staff and volunteers; enforce established rules and regulations; collect, organize and maintain program records; exercise independent judgment and demonstrate personal initiative; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; work flexible hours, including nights and weekends.

Skills-

Operate modern office equipment, including computer equipment. Operate a motor vehicle safely.

Education-

Sufficient education and experience to satisfactorily perform the duties of this classification. Education equivalent to a high school diploma, supplemented by additional college course work or training in police science, criminal justice or a related field; secretarial and clerical experience, including some experience in office management or supervisory capacity, coordination, organization and implementation of training programs and activities.

License or Certificate-

- A valid class "C" California driver's license.

SPECIAL REQUIREMENTS:

Ability to sit for long periods of time at a desk; stand and walk for moderate periods of time and crouch/stoop/squat occasionally. Ability to hear phones and normal conversations; speak, read and write correct English; receive and follow instructions; and remain calm during difficult situations.

A205
Police Administrative Services Coordinatr
Non-Exempt
AFSCME 829
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