

Director of Records/Administrative Assistant to the Command Staff

Antioch Police Department Job Description

Job Summary:

This position, under the general supervision of the Chief of Police, is responsible for a wide variety of complex secretarial duties and administrative functions for multiple Command personnel. It involves working with considerable independent judgement in daily work activities.

This position is also responsible for the Records Division and all of its functions, including the supervision of personnel assigned as Records Clerks.

The Director of Records is expected to maintain the proper decorum as a supervisor and shall, at all times, present him/herself in such a manner as to set an example for the employees under his/her command. The Director of Records will also require the proper attitude and respect of his/her subordinates at all times.

Duties and Responsibilities:

1. Responsible for the supervision of the Department's record keeping functions.
2. Provide for the efficient operation of the office.
3. Provide administrative support to Command personnel as directed.
4. Coordinates eligibility list and hiring of new sworn personnel. Coordinates promotional testing processes through the Board of Fire and Police Commissioners.
5. Acts as primary contact for Police Department website; maintains and updates site information.
6. Assume responsibility for the efficient performance and quality of service of all personnel under his/her supervision.
7. Ensure that all department general orders, directives, procedures, rules and regulations are understood and carried out by subordinates.
8. Provide advice, assistance, instruction, and counseling to subordinate personnel to ensure performance and quality
9. Maintain all files belonging to Command personnel, except those of a confidential nature.

10. Prepare and type correspondence as requested to ensure the office's efficient operation.
11. Type any approved news releases and divulge record's system information when authorized by the Chief of Police.
12. To assist the Command Staff in any needed clerical work.
13. To bring to the attention of the Shift Commander or Officer in Charge any matters which require the attention of a Police Officer.
14. Conferring with subordinates for the purpose of instructions so as to promote lawful conduct, uniformity, efficiency and effectiveness within the department.
15. Keeping the Chief of Police and Deputy Chief informed on any event(s) which may impair/effect the image, efficiency, and effectiveness of the department, Village or an individual employee.
16. Attending all meetings as requested/required by the Chief of Police.
17. Delegate such of his/her powers and assign other duties as he/she may deem necessary for the efficient/effective administration of the portion of the department to which he/she is assigned by the Chief of Police or Deputy Chief.

Significant Responsibilities:

1. Maintain all numbered police reports, traffic tickets, non-traffic tickets, parking tickets, and other documents as prescribed by the State of Illinois.
2. Prepare the patrol reports and any orders that are to be distributed to the department.
3. Order needed departmental forms, documents, or supplies as required.
4. Complete in a timely manner the accurate filing of tickets, arrest files and relocating case files when necessary.
5. Prepare officer's court folders for the proper court dates.
6. Maintain and enter into the "in-house" computer records keeping system, necessary information.

7. Keep daily work records and personnel rating sheets and such other books/records as the Chief of Police may direct.
8. Ensure that all records are entered and reports submitted in a timely manner.
9. Supervise record keeping operations to ensure that assigned personnel comply with department record keeping policies.
10. Prepare work and correspondence of a confidential nature when so directed by the Chief of Police.
11. Prepare all outgoing department correspondence including letters, general orders and memorandums.
12. Properly route all incoming correspondence to ensure that personnel are properly notified of court appearance.
13. Screen phone calls for the Chief of Police and provide alternate sources when possible.

Desirable Requirements:

1. Considerable knowledge of the geography of the Village.
2. Intermediate computer skills, including knowledge in Microsoft Office applications, record keeping, database activity, word processing and Excel.
3. Knowledge of pertinent local, state and federal laws and regulations regarding records keeping and required reports.
4. Ability to establish and maintain effective working relationships with subordinates, associates, and the public.
5. Ability to work independently, without constant supervision.
6. Ability to interact courteously and professionally in relationships with the general public, co-workers and supervisors.
7. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.
8. Excellent organizational skills.
9. Excellent writing skills.
10. Ability to accept constructive criticism in a mature fashion.

11. Ability to function effectively under stress.
12. Ability to react quickly and calmly to emergency situations.
13. Ability to prepare and maintain clear, concise and accurate reports.
14. Ability to plan, assign, instruct and review the work of subordinates.

Abilities

1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.
2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.
3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.
4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.
5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.
6. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.
7. Ability to prioritize and oversee completion of projects, delegate workload, and supervise other staff as position dictates.
8. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities.
9. Ability to speak and communicate clearly in an office environment.
10. Ability to speak effectively before groups of customers or employees.
11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
12. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.
13. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.
14. Ability to efficiently take dictation and to utilize transcription equipment.
15. Ability to type 60 words per minute.
16. Possession of a valid driver's license.

Education and Experience

1. Diploma or GED required; Associates degree preferred.
2. Minimum of three (3) years of administrative experience of a progressively responsible or difficult nature.
3. Minimum of one (1) year of supervisory experience.
4. Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.

Physical/Environmental Demands

Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air conditioned indoor office setting with adequate ventilation, including:

1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as telephone ringing, etc.
4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.

Nothing in this section shall be construed as limiting the authority of the Chief of Police, who by the organizational chart of the department is in charge of such personnel, from assigning such functions/responsibilities as are necessary to establish and maintain maximum departmental efficiency/effectiveness.