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Position Title	<b>POLICE SECRETARY / SUPPORT STAFF</b>
Department	<b>POLICE DEPARTMENT</b>
Accountable To	<b>CHIEF OF POLICE</b>
Status:	<b>FLSA NON-EXEMPT</b>

### **PRIMARY OBJECTIVE OF POSITION**

The Police Secretary / Support Staff is responsible for supervising, evaluating, coordinating and maintaining the work flow of accurate records, files, and data entry into the records management system of the Princeton Police Department and the State and National computer system. This position is also responsible for timely dissemination of arrests reports, to proper agencies for criminal prosecution.

The Princeton Police Department Police Secretary / Support Staff shall carry on the mission of the department and present a positive and professional image to subordinates and the public.

This position receives a high volume of telephone calls, in-person inquiries, complaints or general information from the public that requires accurate authorized dissemination of this information to appropriate officers or department staff.

This position is responsible for assuring that office procedures for the Princeton Police Department meet the standards as set forth by the Bureau of Criminal Apprehension (BCA) and the FBI Security requirements.

This position is exposed to a broad range of information where confidentiality is of utmost importance.

### **ESSENTIAL FUNCTIONS**

Duties shall include, but not be limited to, the following areas:

#### **Data Processing / Information Management / Certifications / Duties**

- Compile and enter data from officers and investigative reports into the computerized record keeping system. Transmit coded data to the Minnesota Criminal Justice Records System (CJRS) as required by Minnesota Criminal Justice Services (MNJIS)
- Submits BCA Supplement Reports regarding bias, firearms discharge / Use of Force, homicide, LEOKA, pursuits and other reports required by the Supplemental Reporting System.
- Communication with and distribute information / records to appropriate agencies and authorities.
- Function as confidential assistant to the Chief of Police. Prepares reports, letters and correspondence as needed and directed by the Chief of Police.
- Involved with written policy and office procedures as required / suggested by Bureau of Criminal Apprehension and the Princeton Police Department.
- Recommend training, seminars or conferences for position to keep practices and procedures up-to-date as required by the Bureau of Criminal Apprehension and State Statues.
- Participate in interviews for hiring Support Staff and make recommendations.
- Certified for correcting Suspense Records (incomplete criminal history arrest records) as notified by the Bureau of Criminal Apprehension (BCA). Suspense Records result from

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errors in court data or fingerprints not taken as required following arrest or court appearance.

- Proficiency in the lawful release of information and records in compliance with the Minnesota State Data Practices Act and departments policies. Oversee the release of information and reports. Advise the public and other Princeton Police Department personnel in the Data Practices guidelines.
- Compile statistical data as required by Administration, Officers or the Public.
- Technical Agency Coordinator (TAC) (for current TAC responsibilities, see TAC handbook). Verify and document NCIC “hot file” record entries for accuracy and completion.
- Responsible for security requirements and maintaining CJIS network security.
- Provide background checks on individuals for licensing and city hire and various Law Enforcement agencies as permitted by city ordinance and accompanied by signed release of information and State Statute Data Practices.
- Run background checks for applications for permits to purchase.
- Receive information by phone, fax, and email or in person for additional information to be added to a case file and master name records. Receive and respond to inquiries by phone, mail, fax, email and in person for information and copies of department records.
- Receipt of monies for copies of Princeton Police Department Records.
- Assist with implementing and troubleshooting new and existing computer programs.
- Sort incoming mail to the police department.
- Orders department office supplies.
- Bureau of Criminal Apprehension (BCA) full-access and Minnesota Criminal Justice Information Systems (MNJIS) certifications.
- Maintains radio and CAD (computer aided dispatching) communications with Princeton Police Departments patrol units.
- In addition to TAC responsibilities, this position will also include LASO (Local Agency Security Office) responsibilities.
- Responsible for submitting eCharging (criminal complaints, citations and DUI).

## MINIMUM REQUIREMENTS

- High School diploma or equivalent and a minimum of three years of relevant work experience. Significant skill with Microsoft Products is required.
- 60 wpm minimum typing skill and able to verify accuracy.
- Ability to use computer, word processing software, email, digital transcription, scanner/copier, fax and other standard law enforcement office equipment.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationship through various groups within the city and surrounding area.
- Ability to present positive and professional image of the city to the public.
- Ability to work independently.
- Ability to compose correspondence.
- Knowledge of English language including excellent spelling, grammar, punctuation, form and style.
- Valid MN Driver’s License.
- Successful completion of background checks, fingerprinting.
- Able to lift 25 pounds.
- Ability to prioritize work, communications involving emergencies.

## **RESPONSIBILITY FOR WORK OF OTHERS**

- None assigned.
- May give work direction to support the Police Chief and Sergeant and assist with training others in related office and records management procedures.