

CITY OF HUTCHINS
Administrative Assistant - Evidence and Property Technician
JOB DESCRIPTION

GENERAL SUMMARY

To perform clerical duties for the department by answering telephones, filing, typing forms, taking messages and creating and updating folders. Assists Police Chief in creating correspondence, processing mail, and setting appointments. Maintains timesheets and prepares department payroll. Reviews and approves accident reports from patrol staff. Performs sex offender registration duties and maintains related logs and reports. Prepares purchase orders and approves invoices for department supplies and services. Maintains departmental records, including training and personnel files and data spreadsheets. Writes monthly and annual reports. Performs evidence and property intake duties.

SUPERVISION

General supervision is provided by the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes routine administrative support tasks, i.e., letters, statements, memorandum, legal, and statistical documents.

Maintains complete and accurate logs, files, records, and reports on all departmental activities, i.e., attendance, payroll, expenditures, budget, and police personnel files.

Performs accounts receivable and accounts payable functions for the department, including preparing requisitions for invoices.

Reviews, and approves or rejects accident reports submitted by officers for accuracy and completion.

Oversees special events, such as National Night Out, including planning, ordering supplies, assigning duties, and hiring outside vendors.

Performs background checks on civilian employment applications.

Responds to and fulfills open records requests.

Administrative Assistant - Evidence and Property Technician

Administers the Sex Offender Registration files.

Monitors departmental budget and monthly expenditures; monitors supplies and orders as needed.

Interacts with vendors, contract providers, and maintenance in coordinating efficient flow of administrative departmental operations.

Notarizes documents for police personnel and citizens.

Performs evidence and property intake, including assigning unique identifiers, barcodes, and storage locations.

Tags and secures each item and places in the proper property room and shelf, according to storage category and preservation requirements.

Retrieves evidence from the property room for attorneys, laboratory personnel, police officers, and other authorized personnel.

Provides the public with general and/or explanatory information, answers questions, and resolves problems.

Performs annual inventory and periodic audits of the evidence room.

Prepares court orders for evidence that is to be destroyed, auctioned, or returned.

OTHER DUTIES AND RESPONSIBILITIES

May assist with dispatch duties.

Perform all other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Two (2) years of related administrative support experience, or an equivalent combination of education, training, and experience.

LICENSES AND CERTIFICATES

Requires Notary Public registration.

Failure to obtain appropriate certification will result in non-disciplinary termination.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Departmental procedures, policies, and rules.

Principles and practices of mathematics.

Modern office procedures, methods, and computer equipment.

Principles of business letter writing and report preparation.

Principles and practices of property and evidence documentation, inventory and control.

Applicable federal, state, and local laws, codes and regulations, including those related to documentation, storage and disposal of evidence and property.

Automated law enforcement information systems and procedures.

Basic understanding of occupational hazards and standard safety procedures.

City policies and procedures.

Skill in:

Computers and applicable software.

Interpersonal relations.

Time management, organization and prioritization.

Customer service.

Researching.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Interpret and apply departmental policies and procedures.

Analyze financial data.

Coordinate special events and activities.

Prepare clear and concise reports.

Identify and respond to issues, concerns, and needs.

Maintain confidentiality.

Establish and maintain effective working relationships.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Tasks occasionally risk exposure to temperature and weather extremes, fumes, dusts and pollen, and traffic hazards.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City Administrator.