

CITY OF HIBBING

JOB DESCRIPTION

JOB TITLE

Police Transcriptionist

DATE

September 10, 2010

DEPARTMENT

Hibbing Police Department

REPORTS TO – Police Chief and Administrative Assistant**SCOPE OF POSITION:**

General Statement of Duties: Performs clerical and secretarial work in support of daily police department operations. The primary objectives of this position are to generate, process, file and retrieve agency records and reports; transcribe police reports and victim, witness and suspect statements; to maintain, retrieve and compile factual information to authorized agencies and persons, and to maintain other police related files, process parking and administrative citations and to provide clerical support to the police department's staff.

Work Environment: Indoor, controlled office setting. Must have the ability to remain seated at a workstation.

Supervision Received: Works under the administrative direction of the Chief of Police, Deputy Chief and Administrative Assistant.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the Chief of Police

- Transcribe reports and correspondence for the officers.
- Transcribe recorded statement from witnesses, victims and suspects.
- Process parking citations, track delinquent citations and process through collections, collect money and prepare citation revenue for deposit.
- Obtain administrative citations accounts receivables from clerk's office, gather citation information and reports, run computer check on subject and issue criminal citations.
- Conducts computerized inquiries to obtain criminal history and other law enforcement data for specific application request and in-house purpose.
- Inputs generated law enforcement information into the department computerized record system (cross reference) Shield with Tibron
- Compile report information for prosecutors and court.
- Receiving, processing, screening or appropriately transferring incoming phone calls.
- Research and copy electronic, paper, audio and video files for the public and other agencies.
- Perform other duties and assume other responsibilities as apparent or as assigned by the Police Chief or Deputy Police Chief.
- Performs a wide range of activities related to the performance of the clerical support function.
- Adheres to all work rules, policies and safety regulations.
- Provides information, explanations, and assistance to the public and other employees or referrals to appropriate person.

- Processes documents, such as memos, correspondence, reports, minutes, and statements from handwritten, typed or recorded material using word processing software or typewriter.
- Proofreads documents to ensure accuracy of copy grammar, punctuation and syntax.
- Develops, prepares, and enters data with emphasis on accuracy and completeness.
- Research project information as needed and provide reports.
- Maintain private and confidential information with appropriate discretion.

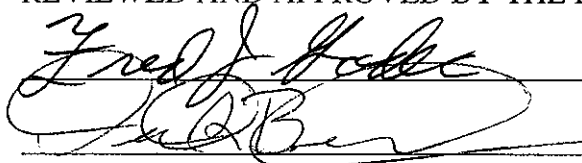
KNOWLEDGE, SKILLS, ABILITIES:

- Ability to interpret and apply policies, regulations and procedures.
- Ability to learn and apply basic terms, materials and practices involved in general police practices.
- Possess well developed English grammar, punctuation and usage skills.
- Knowledge of city government, city ordinances and state statutes.
- Knowledge of city and departmental policies, rules, regulations, functions, procedures and organization.
- Ability to understand and comply with Open Meeting Law and Data Practices Act.
- Ability to handle private and confidential information with discretion.
- Ability to operate word processing and spreadsheet programs.
- Skill in handling customer complaints and general information requests regarding various city services through phone and/or personal contact.
- Ability to use a computer, phone, fax and copier, calculator/adding machine as well as other office equipment.
- Ability to communicate clearly, both orally and in writing, and to deal tactfully and effectively with the general public and co-workers.
- Ability to work with limited supervision and as part of a team.
- Ability to work under time constraints.
- Must be able to transcribe audio and video recordings accurately and be able to detect and make corrections as needed.

MINIMUM QUALIFICATIONS:

Must have a valid Minnesota driver's license. High School diploma or equivalent, completion of an accredited vocational program in clerical support, administrative assistant or closely related field. Three years experience as secretary-receptionist with two years of transcription experience. Must have the ability to operate a keyboard and have a minimum typing speed of 60 words per minute. Must possess well developed English grammar, punctuation and usage skill. Work experience in a police or legal related clerical office environment is preferred. Must pass background check and submit to fingerprinting as mandated by the Bureau of Criminal Apprehension (BCA) for access to computerized data systems.

REVIEWED AND APPROVED BY THE HIBBING POLICE COMMISSION:



_____ Date Sept 22 - 2010