



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Police Stenographer/Transcriptionist

Department: Police Reports to: Assigned Supervisor Pay Grade: H06
Date Established: 7/2014 Date Revised: 7/2018 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Police Stenographer/Transcriptionist performs a variety of administrative and clerical duties for the Detective's Division of the Police Department. The job includes typing and editing reports dictated by detectives and police officers while correcting errors and omissions, performing data entry for bookings, monitoring the call board to coordinate with dispatch when Detectives are needed, answering the phone, processing pawn reports, entering or retrieving information from the police computerized systems, researching records and providing information to Detectives or Officers in the field and overseeing online crime reports from the local City database.

The Police Stenographer/Transcriptionist performs a wide range of office support functions using independent judgment while applying existing policies and procedures to complete assignments. The job includes responding to non-routine inquiries and explaining department/division services, policies, procedures and rationale for decisions. The job is very detail-oriented to run criminal records, enter bookings and prepare reports requiring complete and accurate information. The job involves the use of a variety of computer operations and/or specialized software to complete daily assignments. The work is performed under a designated supervisor, with latitude allowed for independent judgment and initiative within the processes and procedures required by the Police Department.

The job requires fast, efficient and accurate customer service, the ability to accurately type documents with excellent grammar and spelling, good communication and multi-tasking skills and the ability to work efficiently with multiple interruptions, often under strict deadlines. Due to the nature of the job in the police department, confidentiality in all work is required. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, organizations, and the general public.

The work environment includes an office environment with moderate noise level. The work schedule/hours may vary depending on work assignment. Some positions may require a valid Idaho Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Types reports dictated by detectives and police officers while correctly entering property involvements and booking formation. Edits dictation as needed without changing the actual content of the report. Follows-up with Officers to verify or locate missing information. Enters data in the Police Spillman system for NIBRS coding. Distributes reports to appropriate parties. Checks for online reports, assigns case number and completes relevant information.

Enters booking information for criminal charges. Processes pawn reports and field interview cards. Enters new information and updates current records in the Spillman database verifying the accuracy of name records, aliases, addresses, phone numbers and other pertinent information.

Dispatches detectives to burglary and felony calls. Monitors the whereabouts of detectives and tracks number of calls, assigns new cases to detectives, and logs, tracks and prepares data into reports for distribution.

Answers incoming phone calls and greets walk-in customers, provides general and specific information to the public, answers questions and inquiries, explains processes and procedures and provides referrals to other

departments or staff as needed. Receives and logs online reports, prepares case files, runs license plate checks, warrant checks and other criminal records checks through NCIC, ILETS, DMV and/or FBI as needed.

Provides clerical and administrative support services to detectives as needed; Maintains accurate and complete records, files and documentation. Assists in other areas of police department support. Maintains strict confidentiality in all cases. Cross-trains in, and performs the work of other administrative personnel in various divisions of the Police Department as needed.

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including high priority calls, present and potential work problems and suggestions for new or improved ways of addressing such problems. Provides assistance, information and answers questions from the public.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Police Department functions, procedures, policies, rules and regulations related to the assigned function, including civil rules and State Civil processing laws and procedures;
- Customer Services procedures and techniques;
- Legal documentation, terminology and basic processes of the Court System and Prosecutor's Office;
- Operation of a personal computer, job-related software and specialized systems such as Spillman, NCIC, ILETS, etc.;
- Current office practices and procedures;
- Recordkeeping and bookkeeping practices and procedures;
- English grammar, spelling, punctuation and composition.

Skill and Ability to:

- Maintain up-to-date knowledge of policy and procedures related to assigned function;
- Provide relevant and accurate answers to questions from members of the public and City and Police Department staff;
- Enter and retrieve data accurately and efficiently into a computerized police system;
- Establish and maintain accurate records and files, both computerized and hardcopy;
- Respond to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Speak clearly and communicate accurate information to others;
- Use correct spelling and punctuation;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Prepare accurate and grammatically correct written reports;
- Respond to citizen requests in a courteous and effective manner;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;

- At least two (2) years previous experience performing customer service, clerical and administrative duties, preferably in a law enforcement setting;
- Successful completion of Police Department background check, CVSA and drug screening is required;
- ILETS and NCIC Certification is preferred; Successful completion of Police Department background check, CVSA and drug screening is required;
- CPR Certification is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.