



**CITY OF EDMONDS**  
invites applications for the position of:

## **Police Services Assistant**

**SALARY:** \$4,004.00 - \$4,965.00 Monthly

**OPENING DATE:** 10/04/18

**CLOSING DATE:** 11/05/18 04:30 PM

**DESCRIPTION:**

**WORK SCHEDULE:** At the discretion of the department, the weekly work schedule\*\* (between the hours of 6:00 am – 6:00 pm) is generally:

- Monday – Friday (five, eight hour work shifts) or
- Monday – Thursday or Tuesday – Friday, (four, ten hour work shifts)

\*\**Determined by seniority shift bidding.*

**SKILLS ASSESSMENT:** Qualified applicants will be invited to take an online skills assessment related to their knowledge of Microsoft Office, date entry and typing proficiency. Applicants with passing scores from the skills assessment will be invited to an oral board interview.

**INTERVIEW SCHEDULE:** Interviews for this position are tentatively scheduled for the week of November 19, 2018 - November 21, 2018.

**Job Summary**

Under general supervision of a Sergeant; performs varied specialized office support work for the Police Department including providing information to the public and other law enforcement agencies; processing and reviewing reports, logs and other documents; researching crime and suspect information through a variety of electronic databases; processing a variety of applications and permits; responding to requests by officers and monitoring and maintaining the Department's compliance with multiple state and federal requirements.

**EXAMPLES OF DUTIES:**

**Essential Functions:**

- Responds to and processes public disclosure requests; makes redactions and releases records according to state law; researches current public disclosure laws and consults with City Attorney as needed.
- Keeps informed of any changes to laws or statutes related to work duties.
- Processes pistol transfers, concealed pistol licenses, and firearm dealer licenses according to state and federal law; conducts appropriate fingerprinting, background investigations and legal research.
- Copies, processes and distributes police reports, citations, and field information cards; enters data from reports and contacts into records management system; scans reports into computer databases; seals juvenile records when court ordered and processes juvenile destruction orders.
- Assists the public in a multitude of ways by telephone and front counter contacts; receives and responds to inquiries; answers a variety of technical questions; refers

individuals to appropriate offices and agencies; assists the public with completing and filing complaints, applications and other forms.

- Processes protection orders, payments for public records requests and licenses; processes fingerprints for permits and licenses; notifies landlords of certain crime information according to state law.
- Assists police staff with various activities including researching crime and suspect data via automated systems; processes evidence and performs prisoner searches and special projects as requested; provides notification to officers of subpoenas; collects and distributes mail within the Department.
- Reviews all records for quality control; ensures accuracy of content, entry and distribution; arranges for corrections to be made when necessary; maintains database for ACCESS certification; maintains accuracy of Department records, including validations, officer safety alerts, missing persons, stolen property and vehicles, protection orders and criminal history logs in accordance with WACIC and NCIC; performs internal audits.
- Assists in the development and implementation of a new regional records management system and mobile system; trains others in the Department to use the system; creates statistical reports to evaluate officer performance and crime comparison; performs citation audits from court provided data and creates other reports as required.

### **Required Knowledge of:**

- Law enforcement office procedures and equipment used.
- Police Department procedures and general orders.
- Proper presentation and processing of citations and reports for prosecutors, courts and judges.
- Report preparation and record keeping, including records management dissemination and public disclosure laws.
- Federal, state, and local laws affecting area of assignment.
- Typing and data entry procedures and methods.
- Effective communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications such as word processing and spreadsheets.
- Proper telephone etiquette.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

### **Required Skill in:**

- Performing a variety of specialized clerical and office support duties for the City Police Department.
- Reviewing and transcribing police records and assuring accuracy of reports including accurately proofreading numerical and text data.
- Filing and maintaining documents alphabetically, numerically and chronologically.
- Working with individuals and agencies with a variety of backgrounds and purposes.
- Interpreting and administering policies and procedures sufficient to administer, discuss and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Fingerprinting individuals for permits and licenses.
- Providing timely customer service to a variety of individuals and agencies.
- Keeping complete, accurate records.
- Working with equipment, tools, and materials required in area of assignment.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications affecting work.
- English usage, spelling, grammar, and punctuation.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma/GED Certificate AND
- Two years of general office, records management, communications, data entry, or customer support experience; prefer experience in dealing with confidential information and records in a law enforcement, judicial office, or similar; OR
- An equivalent combination of education, training and experience.

### **Licenses or Certifications:**

- Valid Driver's license required on date of hire. Washington State Driver License required within 30 days of hire.
- Must be able to successfully complete and pass a background check.
- May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a polygraph, medical and psychological exam.
- ACCESS Certification and other related certifications may be required within a specified period of time after hire.

## **SUPPLEMENTAL INFORMATION:**

### **Environment:**

- Office Environment.

### **Physical Abilities:**

- Ascending/descending stairs and walking.
- Hearing, speaking or otherwise communicating to exchange information in person or by phone.
- Lifting/carrying, pushing or pulling heavy items up to 50 pounds.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching or otherwise positioning oneself to accomplish tasks.
- Operating a computer keyboard.

### **Hazards:**

- Exposure to infectious disease.
- Harm from suspects held in police custody.

**APPLICATION REQUIREMENTS: A completed online application, an attached resume, and an accompanying cover letter are required to be considered for this position.** An incomplete application packet will disqualify you. Applicants may attach additional information that will assist us in the review and selection process. Applications will be accepted for current job openings only. If you are applying for more than one job

opening, a separate submission is required for each position. Applicants may be asked to complete a supplemental questionnaire. Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. All applicants **please note** that all regular full time and regular part time City of Edmonds employees do not participate in the Social Security program. For information on how this may affect your retirement benefit, please call Social Security.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.edmondswa.gov>

Position #2018-050  
POLICE SERVICES ASSISTANT  
EW

121 5th Ave N  
Edmonds, WA 98020  
425-771-0258

[maryann.hardie@edmondswa.gov](mailto:maryann.hardie@edmondswa.gov)

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### Police Services Assistant Supplemental Questionnaire

- \* 1. Do you currently have a HS Diploma or equivalent or will you by the start of this position?
  - Yes
  - No
- \* 2. Do you currently, or will you (by start date, if selected), possess a valid driver's license?  
[Note - A WA state driver's license is required within 30 days of hire date]
  - Yes
  - No
- \* 3. Please indicate your level of experience with general office, records management, communications, data entry, or customer support.
  - No Experience
  - Up to 1 year
  - 1 year to less than 2 years
  - 2 years or more
- \* Required Question