



CITY OF MARYSVILLE
invites applications for the position of:
**Part-time Program
Specialist - Police**

An Equal Opportunity Employer

SALARY: \$23.17 - \$29.42 Hourly

OPENING DATE: 10/16/18

CLOSING DATE: 11/05/18 05:00 PM

POSITION SUMMARY:

Hours: approximately 20 hours per week.

Based on the needs of the department, this position is anticipated to work a regular part-time day shift schedule. This position may require additional work hours during evenings, weekends, and holidays as needed to provide relief coverage for other staff.

This is a Teamster union position. Under provisions of the collective bargaining agreement, regular part-time employees who works 20 hours or more per week are eligible for employee healthcare coverage (no dependent coverage).

The testing process may include a typing certificate and practical exam.

This position provides complex, specialized administrative support to the police records unit and may serve as the first point of contact for customers seeking services or information.

DISTINGUISHING CHARACTERISTICS OF THE JOB CLASS

This is the advanced technical expert level in the program support job series. Positions in this class perform the more complex and specialized administrative support tasks in support of a program. Work is performed within established procedures; however, incumbents complete tasks independently and apply established guidelines and alternatives to make judgments and decisions.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

When assigned to Police Department:

1. Provides technical and policy information about police records.
2. Processes, handles, and logs requests for police records.
3. Maintains and destroys all police records per legally established retention schedules, departmental policy, and other applicable regulations.
4. Accesses, updates and enters information into specialized databases to include vehicle registrations, driver's licenses, warrants, stolen vehicles, firearms and property, missing persons, restraining/no contact orders, and other criminal records; performs Score checks.
5. Submits monthly uniform crime reports to state officials.
6. Works with court personnel and prosecutors office to deliver materials to them in a timely manner.
7. Trains departmental personnel to use computerized records system.
8. Attends inter-agency and LEIRA meetings to obtain information about new laws; works with other governmental agencies in sharing information.

9. Provides clerical support to jail during critical times.
10. Receives and sends radio transmissions to field personnel.
11. Monitors activities in the Marysville Jail via intercom and closed circuit television system; monitors and controls the operation of all jail doors, jail sally-port, jail elevator, and monitors all jail visitations.
12. Monitors all building closed circuit security systems.
13. Receives, receipts, balances and prepares various payments, including concealed pistol licenses, fingerprints, etc., for deposit; receives monies for Municipal Court and other agency bail bonds and warrants.
14. Marysville Municipal Court and other agency bail bonds and warrants.
15. Sorts, distributes, and processes mail.

Program Specialists assigned to all departments perform these essential functions:

1. Provides technical and policy information about assigned program(s) to both internal and external customers on the telephone or at the customer service counter; resolves discrepancies, complaints, and other issues requiring interpretation of program guidelines within established limits, standard operating procedures, and applicable government rules and regulations.
2. Compiles and interprets information or data of a specialized nature to prepare reports for management.
3. Prepares, reviews and evaluates program or department documents for appropriateness, completeness, and accuracy; processes documents according to guidelines.
4. Maintains specialized database(s), including entering and retrieving information.
5. Sorts, compiles, and files records, reports, and other documents.
6. Creates and maintains a variety of logs and other tracking tools.
7. Drafts routine correspondence and notices to customers.
8. Photocopies and distributes a variety of information for internal and external customers.
9. Relieves other clerical and office support personnel as needed.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- High school diploma or GED is required.
- Two years of experience providing services to customers on the telephone and in person.
- One year of experience performing a variety of the essential duties of the position or a related position in applicable specialty area.
- Type 40 wpm.
- Ability to effectively operate a Windows based personal computer, including word processing, spreadsheet, and database software applications related to assigned department/division.
- Knowledge of police operations and record keeping systems.
- Washington State Access certification.
- Possession of, or ability to possess within six months of hire date, a Washington State Driver's License is desirable.
- Must be able to pass an extensive background check, including polygraph exam.
- Must be at least eighteen years of age.
- Must not have been convicted of a felony offense.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or

hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

Must be able to work a variety of shifts.

Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, marital status, sexual orientation, or the presence of a non-job-related medical condition or disability.

Teamsters' Union position.

Posted in-house: 10/17/18 - 10/23/18.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://marysvillewa.gov>

Job #00313
PART-TIME PROGRAM SPECIALIST - POLICE
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OUR OFFICE IS LOCATED AT:

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Marysville, WA 98270
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