



JORDAN POLICE DEPARTMENT

Brett Empey - Chief of Police



Public Job Posting Jordan Police Department

Position: Police Records Specialist

Contact: Kelly Doyle: jpdrecords@jordanmn.gov

Application Deadline: Applications will be accepted by email, U.S. Mail, and in person only. Applications must be postmarked or received by Friday, January 3 at 3:00 pm. ***Applicants are required to submit a cover letter and resume in addition to a City of Jordan application – failing to do so will result in the application being rejected.***

The City of Jordan is seeking applicants to fill one (1) full-time Police Records Specialist position. Salary range: \$38,480 - \$50,627.20 yearly (2019 rate, 2020 rate and beyond in negotiation); Benefits Package (health and dental insurance; vacation and sick time). Work hours: 8 hour shifts, 5 days per week.

Minimum Requirements

- (1) Must be at least 21 years of age
- (2) United States Citizen
- (3) Must possess a valid driver's license
- (4) Must have strong verbal and written communication skills
- (5) Must be able to pass a thorough background investigation
- (6) Associates Degree from an accredited college in Liberal Arts, Business Administration, or related field; or two (2) years of police clerical experience and a high school graduation or GED equivalency; or any equivalent combination of training and experience which provides the necessary knowledge, skills, and abilities to perform the work.



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Applicants are required to submit a cover letter and resume in addition to the City employment application.

The view the full job posting and to obtain a City employment application packet please visit jordanmn.gov and viewing the **City Jobs** link.

For more information please contact Kelly Doyle by email at jpdrecords@jordanmn.gov or by phone at 952-492-2009.

Mailing address:

Jordan Police Department
705 Syndicate St.
Jordan, MN 55352



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CITY OF JORDAN Position Description

Position Title:	Police Records Specialist
Department:	Police Department
Supervisor:	Chief of Police and/or an assigned Police Sergeant
Subordinates:	N/A
FLSA Status:	Hourly, Non-Exempt
Last Updated:	November 2019

POSITION SUMMARY

Under the supervision of the Chief of Police and/or an assigned Police Sergeant, this position performs a variety of clerical duties involved in the processing of police related information.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Staff front desk and answer telephones; respond to requests from the general public, departmental personnel and representatives from other agencies in obtaining police records information, in accordance with established procedures, rules, laws and guidelines
- Access and perform data entry and maintain specialized computerized databases to obtain, verify, code, and update information such as citations, calls for service, criminal report information and stolen property and other related data entry; print reports as required
- Access state criminal justice data system for investigation purposes, employment backgrounds, and to verify accurate department charges and court dispositions; retrieve and interpret criminal histories on individuals using legitimate purpose codes
- Transcribe minutes, reports, and police related statements; proof and edit transcribed work
- Process applications to purchase and carry firearms
- Generate statistical reports for departmental personnel as requested
- Screen and release reports and data to appropriate staff, authorities, agencies, or individuals as prescribed by departmental, county, or state regulations and laws, or as required by legal deadlines
- Maintain a court calendar for officers summoned for city, county and state court hearings; notify officers of their status, whether on-call or required to attend
- Prepare newspaper releases of crime information for outside agencies; monitor and maintain arrest information, fingerprint cards, and court dispositions; notarize affidavits and other documents as required
- Other duties as assigned by the Chief of Police which may city code enforcement

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES



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Thorough knowledge of modern office practices, procedures and equipment; of business English; of proper grammar, spelling, punctuation; of procedures for dealing with the public in a tactful but firm manner; of established department and division policies, operating procedures and methods; of principles and practices of law enforcement and records processing; of police procedures including maintaining confidentiality of information. Skill in the operation of a computer including skill in using Microsoft Office Suite programs, a fax machine, copier and transcription equipment. The ability to perform the following work activities with or without reasonable accommodation.

- Understand and follow established department procedures
- Effectively assist the public by phone and in person
- Apply proper procedures and techniques in accordance with the data privacy act.
- Operate computer equipment using a variety of formats and commands
- Use office equipment such as phones, copiers, and fax machines
- Type at a speed necessary for successful job performance
- Accurately transcribe reports, statements, and related correspondence
- Work independently in the absence of a supervisor
- Understand and follow oral and written instructions
- Communicate clearly and concisely both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain punctual and regular attendance

ACCEPTABLE EXPERIENCE AND TRAINING

Associates Degree from an accredited college in Liberal Arts, Business Administration, or related field; or two (2) years of police clerical experience and a high school graduation or GED equivalency; or any equivalent combination of training and experience which provides the necessary knowledge, skills, and abilities to perform the work.

SPECIAL REQUIREMENTS

- At least 21 years of age
- United States Citizen
- Must possess or have the ability to obtain a valid and unrestricted Minnesota Driver's License.
- Must be able to pass a thorough background investigation

CONDITIONS OF WORK

Light physical activity in normal office environment. *Refer also to Physical Demands Supplement for additional information.*

EMPLOYMENT STATUS

Hourly, non-exempt.



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The functions/tasks provided are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.

NON-DISCRIMINATION POLICY

The City of Jordan will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT POLICE OFFICER

WORK ENVIRONMENT

- Normal shift = Eight (8) hours for five (5) consecutive days
- Work location is in a normal office environment

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	O
Sitting:	S
Standing in One Place:	O
Climbing:	O
Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O



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Repetitive movement:	M
Lifting waist to shoulder	O
Lifting knee to waist	O
Lifting floor to knee	O

S = Significant M = Moderate O = Occasional

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