



PART-TIME POLICE DEPARTMENT SECRETARY
City of Two Rivers Police Department

The City of Two Rivers seeking a qualified individual to fill a part-time position in the Two Rivers Police Department.

This position will report to the Professional Standards Lieutenant. The Clerk will perform a variety of routine and complex administrative work such as maintaining official records and providing administrative support to the Two Rivers Police Department and the Two Rivers Municipal Court.

The Part-time Clerk shall have strong oral and written communications skills, ability to work under deadline, ability to manage multiple projects, ability to responsibly handle confidential and sensitive information, and proficiency in MS Word, Excel and general office equipment are requirements of this position.

Starting Pay Range is \$13.81per hour, depending on qualifications.

City of Two Rivers is an equal opportunity employer. Confidentiality cannot be guaranteed.

To receive a complete position description, please contact Kim Graves at (920) 793-5526 or send an email to kgraves@two-rivers.org. Interested candidates should send a detailed letter of interest and resume by December 15, 2017 to:

Kim Graves
City of Two Rivers
Human Resources Coordinator
Post Office Box 87
Two Rivers, WI 54241-0087

POSITION DESCRIPTION

Class Title:	Police Secretary - Part-Time	Job Code Number:	Clerk II
Department:	Police	Grade Number:	13
Division:	Administrative		
Date:	July 10, 2006		
Update:	November 21, 2017	Location:	City Hall

GENERAL PURPOSE

Performs a variety of routine and complex administrative work such as maintaining official records and providing administrative support to the Two Rivers Police Department and the Two Rivers Municipal Court.

SUPERVISION RECEIVED

Works under the general supervision of the Administrative Supervisor according to an established work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

Subject to recall 24 hours a day, 7 days a week if dispatch goes down, disaster conditions occur or as needs of service dictate.

Receives and assists the public in reference to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons. Assists public with use of both city and department facilities and in giving directions to appropriate locations. Provides a variety of police-related information within department guidelines to the public and governmental agencies.

Answers incoming telephone calls and routes callers or provides information as required; this includes determining nature and urgency of calls, and coordinating appropriate response.

Serves as cashier. This includes receipting of partial and full payments for Municipal Court fines, parking tickets, animal transports, copies, etc. Accepts bond payments for all warrants and commitments for Municipal and Circuit Court for the Two Rivers Police Department and for other law enforcement agencies at their request and authorization.

Responsible for the bank deposit on a daily basis which consists of incoming monies to the Two Rivers Police Department

Maintains all parking tickets after issuance which includes taking payments and in sending first and second parking letters when tickets are not paid within a certain time period which may then ultimately result in sending suspensions of vehicle plates to the DOT.

Responsible for updating the curfew list which includes all juveniles who have had a curfew violation. This list shows how many warnings, citations the juvenile has received, when they received them, and if the parents had been notified and/or cited themselves.

Receives and prepares for review all applications for bartender/tavern licenses for approval by Chief of Police.

Receives and prepares for review all applications for vendor/solicitor permits for approval by the Assistant Chief of Police.

Maintains an adequate supply of forms within the forms drawer at all times.

Responsible for sending out animal transport letters (payment reminder notice) to individuals who had an animal transported to the Lakeshore Humane Society.

Assists in making photocopies of reports for other agencies, such as Manitowoc County Department of Human Services, Probation & Parole, the District Attorney's office, etc. This also includes either mailing or faxing these copies to the appropriate departments. Invoices are sent out when copies are requested from a subject or an agency requiring a charge.

Receives and releases property to and from the public.

Responsible for checking in and securing evidence and property. Responsible for releasing evidence to appropriate owner after correct time frame per dispositions from court and/or direction of supervisor. Maintains chain of evidence and proper disposal of court-ordered items. NOTE: Only one member of this class will be assigned to this duty at any one time due to limitations on access to the evidence room while maintaining the chain of evidence for judicial proceedings. The employee assigned to this duty may be subpoenaed for court trials to testify to the maintenance of the chain of evidence.

Maintains filing systems, control records, and indexes.

Assists in preparation of the Incident Based Reports (IBR)

Photocopies and distributes material to department personnel .

Assist with the training of new employees.

Assist with police auctions with setup, clean-up, and issuing receipts to customers.

Shall be responsible for the proper care and maintenance of department equipment which is utilized, keeping equipment and work area clean.

Shall cultivate a good working relationship with members of the department, citizens, and members of other agencies for the purpose of promoting mutual trust, respect, and proactive and positive attitude.

Issues bicycle licenses to citizens and enters into Aegis report system bicycle registration for the City of Two Rivers.

Attends all specialized training which is necessary and beneficial to the job as assigned.

Operates a police radio (base, mobile, or portable) as directed or as needs of service dictate.

Mails all reportable accidents to the Department of Transportation on a weekly basis.

Will be responsible for all extra duties assigned by supervisory personnel and see that those duties are performed correctly and promptly.

Use of personal computer. Examples:

1. Data entry of all motor vehicle (reportable & non-reportable) accidents into the computer system
2. Data entry of all traffic, municipal, and circuit court citations issued by police personnel, typing a request for charges and entry into the computer.
3. Updates and edits various pamphlets which the Two Rivers Police Department provides for the community such as bicycle ordinances, curfew, etc. Types and prints departmental bond schedule and other miscellaneous reports for the police department.
4. Data entry of warnings issued by police personnel into the computer system. This includes keeping track of all vehicle defects and, when not returned in time allotted, referring those to police supervisor for citation assignment.
5. Transcription of all dictations by officers on a daily basis. Also responsible for making necessary modifications made by the officer after his/her proofreading of text.

6. Data entry and maintenance of all incident/case reports made by officer, citizens and other agencies to the Two Rivers Police Department.
7. Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content, accuracy, and completeness.
8. Prints computer reports associated with the bank deposit.
9. Inputs data to standard office and department forms and compiles data for various reports.
10. Process incoming mail

Computer Data Entry using both the State TIME System/NCIC Computer. Examples:

1. Enters all adult and juvenile warrants from both Circuit and Municipal Court into the Time System. These consist of felony, non-felony state law, local ordinance, and juvenile warrants.
2. Conducts inquiries and entries of, but not limited to, DOT, CIB, and NCIC data information systems.
3. Validates warrants for CIB/TIME/NCIC systems.

PERIPHERAL DUTIES

Provides back-up to related positions such as, but not limited to, Municipal Court Clerk.

May be asked to serve on various committees such as policy committee, compensation committee, etc.

May be asked to assist with special programs within the department such as TRIAD, McGruff Program, and Citizen Academy.

QUALIFICATIONS

Minimum

- (A) Must be 18 years of age or older.
- (B) Must have record keeping and telephone experience, good verbal skills, and a working knowledge of word processing software, typing quickly and accurately.
- (C) Must have past work experience involving positive, proactive public contact.
- (D) High school diploma or GED equivalent.

Desirable

- (A) Previous work experience with telephone, computer entry, data entry, word processing in an office atmosphere involving public contact.
- (B) Computer applications knowledge in a Windows environment.
- (C) Working knowledge of radio equipment is a plus.

TOOLS AND EQUIPMENT USED

Programmable telephone; mainframe computer terminal; personal computer; miscellaneous computer printers; transcriber; copy machine; folding machine; fax machine; electronic typewriter; communications radios (both portable and base station transmitters).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and have the ability to speak and hear normal conversation; to walk, bend, and stoop; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally be required to operate a motor vehicle.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual work setting is a controlled temperature/humidity office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application; rating of education and experience; written test; word processing test; oral interview; background investigation; medical evaluation; drug and alcohol testing; and other job-related tests may be required.

OTHER CONDITIONS

Person holding this position must meet residency requirement of living within 15 miles of Two Rivers City Hall within six months after successful completion of their probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: July 31, 1997 Revision History: July 10, 2006
November 21, 2017

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
<i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ **State of Registration:** _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY	
Position(s) Applied For Is Open	_____ Yes _____ No
Positions(s) Considered For:	_____
Other:	_____

DISCLOSURE & RELEASE AUTHORIZATION

In connection with my application for employment with you, I understand that you may be requesting information concerning my driving record, credit history, criminal history, educational history, professional licensure and certification, workers' compensation claims, and/or other records available from various state, private, and insurance sources. Workers' compensation information will only be requested in compliance with the ADA.

I HEREBY AUTHORIZE, WITHOUT RESERVATION, ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EDUCATIONAL INSTITUTION, EMPLOYER OR INSURANCE COMPANY TO FURNISH THE ABOVE-MENTIONED INFORMATION, AND AGREE TO RELEASE THEM FROM ANY LIABILITY FOR ANY DAMAGE WHATSOEVER FOR ISSUING SUCH INFORMATION.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies including the State of Wisconsin Workforce Development.

TODAY'S DATE _____ SIGNATURE _____

The following must be filled out completely: *(Please print)*

LAST NAME FIRST NAME MIDDLE INITIAL

OTHER NAMES I AM/HAVE BEEN KNOWN BY

HOME ADDRESS

CITY STATE ZIP

OTHER CITIES/STATES IN WHICH I HAVE LIVED

SOCIAL SECURITY NUMBER DATE OF BIRTH

DRIVER'S LICENSE NUMBER STATE IN WHICH DRIVER'S LICENSE WAS ISSUED