



# **POLICE ADMINISTRATIVE SERVICES OFFICER**

## **DEFINITION**

Under direction of the Police Chief, or his/her designee, performs a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of various Police Department programs and operations; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public.

## **DISTINGUISHING CHARACTERISTICS**

This is a non-sworn classification that performs a variety of difficult, sensitive, and complex professional level research, administrative, operational, financial and analytical duties in support of assigned programs and functions. Additional duties include support of various administrative operations and activities within an assigned area of responsibility including complex special projects, research studies, budget analysis, and other specialized functions, as well as a comprehensive knowledge of criminal law, civil law and personnel rules, regulations and proceedings.

## **ESSENTIAL JOB FUNCTIONS**

**Duties may include, but are not limited to the following:**

- ▶ Performs a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of an assigned programs and functions within the Police Department; performs duties in support of various operations and activities within an assigned area of responsibility, including: special projects, research studies, fiscal analysis, and other functions.
- ▶ Prepare and present: technical, administrative, financial, analytical and statistical reports that present and interpret data.
- ▶ Ensure department compliance with laws, rules, policies and procedures related to fiscal matters, including purchasing, contracts and use of funds.
- ▶ Provide assistance in resolving operational and administrative issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
- ▶ Work with department supervisors to coordinate department personnel related matters.
- ▶ Participate in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for an assigned area; coordinate, structure, and oversee ongoing or special programs as assigned.

- ▶ Conduct difficult, sensitive and complex studies of new and existing programs and special projects; research and analyze organization structure, technical data and fiscal impact to determine feasibility, resolve problems and increase efficiency; consult with City personnel and outside agencies; develop recommendations; assist with the development of policies and procedures; participate in program implementation and monitoring activities; serve as project manager for assigned projects.
- ▶ Coordinate assigned services and project activities with other City programs, functions, boards, committees, and task forces as well as external organizations and agencies and the general public; coordinate with, interact with, and share knowledge, issues, and status with appropriate parties.
- ▶ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to areas of assignment.
- ▶ Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepares various reports on operations and activities.
- ▶ Review work to ensure compliance with departmental policies and procedures; review department services, procedures and activities; review, correct and participate in the preparation of police reports and records.
- ▶ Conduct studies and analyses as necessary; make procedural recommendations; prepare reports.
- ▶ Maintain statistical records and prepare related reports.
- ▶ Prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies.
- ▶ Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- ▶ Develop and manage effective utilization of office space, forms and supplies, equipment and other property.
- ▶ Assume responsibility for the overall security and maintenance for property and evidence; ensure compliance with all applicable laws, rules, regulations, and procedures to ensure the integrity of property is safeguarded, from intake to final disposition.
- ▶ Research providers and purchase property and evidence packaging, cleaning, and other supplies, equipment, and materials as necessary.
- ▶ Retrieve and release property to investigators, forensics, crime lab, and District Attorney's Office; maintain chain of custody.
- ▶ Coordinate with the District Attorney's Office and Investigators in authorizing property for release or disposal.
- ▶ Research case disposition and case file to determine rightful owner of property.
- ▶ Release and dispose of property, including hazardous materials, in accordance with current laws and departmental policies.
- ▶ Research firearms ownership history to assist in release of firearms; ensure compliance with Department of Justice Law Enforcement Gun Release background check before release of firearms.
- ▶ Participates in various special events at the Police Department; participates in event planning; manage and coordinate logistics for various events and classes, including, but not limited to, the purchasing, picking up, delivering, setting up, and cleaning up of items.
- ▶ Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- ▶ Perform related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- ▶ Organization and operation of the Police Department specifically and of the City in general.
- Operational characteristics, services and activities of assigned program areas.
- Police Department and City government functions specifically related to program areas.
- Methods and techniques of data collection, research, and report preparation.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation and presentation.
- Budget principles and accounting practices.
- Basic operational characteristics, services, and activities of a property and evidence program.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.
- Court procedures regarding the handling and storage of evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Records management and inventory techniques.
- Pertinent federal, state, and local laws, codes and regulations., including those related to the safekeeping and disposition of property and evidence.
- Principles of business letter writing.
- Office procedures, methods and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar and punctuation.

### **Ability to:**

- Perform a variety of technical, analytical, financial, programmatic, and administrative staff duties in support of assigned programs and functions within the Police Department involving the use of independent judgment and personal initiative.
- Analyze routine projects and administrative problems and suggest solutions.
- Collect, evaluate and interpret varied information and data.
- Conduct studies, analyze routine problems, evaluate and recommend alternatives.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form for technical, administrative and financial reports.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan and organize work to meet changing priorities and deadlines.
- Testify in court.
- Safely handle firearms and narcotics.
- Understand the organization and operation of the City, an assigned program and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes and regulations.
- Organize and prioritize time lines and project schedules in an effective and timely manner.
- Receive, process, store, document, release, and dispose of evidence and property.
- Maintain accurate records of property and evidence acquired.

- Effectively account for police property and evidence; organize and maintain control systems.
- Maintain a current knowledge of evidence and property storage and release procedures.
- Apply, explain, and ensure adherence to pertinent laws, rules, regulations, protocols, policies and procedures related to acquisition, storage and release of property and evidence.
- Understand the criminal and civil judicial systems.
- Operate and use modern office equipment including a computer and various software packages.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education/Experience:**

Any combination of education, experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Equivalent to a Bachelor's Degree from an accredited college or university and possess a minimum of five years of mid to upper level public safety management experience; or
- Equivalent to an Associate's Degree from an accredited college or university and possess a minimum of ten years of mid to upper level public safety management experience.
- Possess a valid Class III Driver's License.

**WORKING CONDITIONS**

Work is performed primarily in a typical temperature controlled office environment, subject to typical office noise and environment. Primary functions require sufficient physical ability and mobility to work in an office setting: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.