

CITY OF HARRISONBURG
invites applications for the position of:

Police Services Specialist

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$14.68 - \$16.88	\$1,174.40 - \$1,350.40	\$2,544.53 - \$2,925.87	\$30,534.40 - \$35,110.40

OPENING DATE: 02/13/20

CLOSING DATE: 02/24/20 05:00 PM

DESCRIPTION:



Do you want to utilize your administrative and customer service skills in an office environment that allows you to make a direct impact within the local community? If so, consider applying to the City of Harrisonburg Police Department's Police Services Specialist position.

The Police Services Specialist is a full-time position with benefits and a preferred hiring range of \$14.68 - \$16.88 per hour (equivalent to \$30,534 - \$35,110 annually). The ideal candidate for this position will perform specialized legal and technical work under stressful conditions, including but not limited to processing, coding, reporting, filling, and researching police records involving a computerized filling system.

The Police Services Specialist:

- Enters a variety of police-related data into computer system, which includes coding complaints, arrests, offenses, traffic reports, and a variety of other police-related data;
- Files, maintains, and retrieves reports and records;
- Reviews records for accuracy and completeness and updates records, as needed, to ensure sufficient information and conformance with code and legal requirements;
- Processes requests for reports and documents;
- Provides information on police reports to ensure that all Virginia State Police (VSP) requirements have been met;
- Provides appropriate information to police agencies, insurance carriers, attorneys, and the public to include VSP, FBI, ICE courts, and other law enforcement agencies;
- Performs criminal history research;
- Processes accident reports;
- Takes civil (not criminal) fingerprints, as needed;
- Operates Virginia State Police VCIN system;
- Handles non-emergency radio messages;
- Performs notary duties;
- Acts as a receptionist by interacting effectively and courteously with the public, responding to walk-in traffic, and answering the telephone;
- Provides consistent, exceptional customer service to police personnel and citizens in a cost effective, efficient, and courteous manner;
- Acts as a resource to the community by referring and assisting citizens in need of help;
- Responsible for a portion of the police records system and is cross-trained in a variety of different systems.

Physical Requirements: This is light work requiring the exertion of up to 30 pounds of force frequently, up to 10 pounds of force, as needed, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is subject to inside environmental conditions, and atmospheric conditions.

Minimum Qualifications:

- High school diploma or GED with coursework in business or a related field and some administrative experience.
- Valid driver's license.
- Current possession of or ability to obtain VCIN and NCIC certifications within one year of employment.
- Current possession of or ability to obtain Notary Public license within one year of employment.
- Available to work a flexible schedule, including nights, weekends, and holidays with the potential for periodic changes to the work schedule.
- Experience with current recordkeeping procedures and practices, police forms, and police terminology, preferred.

The ideal candidate should have general knowledge of modern record-keeping procedures and practices and police forms, terminology, and records.

The Police Services Specialist should have the ability to:

- Use tact, discretion, initiative, and independent judgment within established guidelines;
- Type accurately and at a reasonable rate of speed;
- Operate standard office and data entry equipment;
- Accurately proofread with appropriate application of grammar, punctuation, and spelling;
- Perform detailed work within established deadlines;
- Minimally understand all legal documents pertaining to the criminal justice system and understand which documents pertain to which divisions – magistrates, probation and parole, and juvenile, district and circuit courts;
- Comprehend and follow ever changing laws as they pertain to information management;
- Comprehend and follow policy and procedures pertaining to the release of criminal history information;
- Work with a variety of professionals, including lawyers, other police agencies, courts, various community service agencies, while adhering to issues of confidentiality;
- Maintain a professional attitude with irate citizens;
- Establish and maintain effective working relationships with associates by communicating effectively both verbally and in writing.

Special Requirements: Successful applicants for this position will be subject to a DMV Motor Vehicle check and must complete a satisfactory credit history review, drug screening, psychological evaluation, polygraph and criminal background investigation.

Application Deadline:

- **All candidates must complete a City of Harrisonburg online employment application by 5:00 pm EST on February 24, 2020 in order to be considered for this recruitment.**
- There are two additional forms required for consideration for the Police Services Specialist position - (1) the Personal History Statement, and (2) the Authorization of Release of Personal Information. **These documents must be completed and received in the Human Resources Department by 5:00pm EST on March 5, 2020.** Applicants will receive the Personal History Statement and Authorization of Release of Personal Information via email after the initial application is reviewed.

The following documents are some examples of what will be required at a later phase in the process: Social Security Card, Driver's License, Passport, Birth Certificate, Marriage/Divorce Documents, DD214, Sealed College Transcripts and High School Diploma. These documents are not required at the time of the Personal History Statement submission. When the applicable documents are requested by the Harrisonburg Police Department, you will be required to provide them in order to be further considered.

The City provides an excellent benefits package including health insurance, retirement (VRS and ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5177 - (Feb 2020)
POLICE SERVICES SPECIALIST
CM

OUR OFFICE IS LOCATED AT:
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