



## City of Cloquet Job Description

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**POSITION:** Administrative Police Secretary  
**DEPARTMENT:** Police  
**REPORTS TO:** Police Chief

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### **SUMMARY**

Provides clerical and administrative support for the Police Department. Maintains confidentiality of all reports and investigations. Secures final disposition on all case files. Answers telephone and directs calls. Meets the public at the front desk of the police/fire district building.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Provides clerical and administrative support for the police department, including typing letters, specifications, supplementary reports, grants, schedules, search warrants, taped statements, memos and other documents from written and/or dictation form.

Prepares case files and statements for the County Attorney's Office, insurance companies and attorneys.

Ensures accurate and timely entry of Criminal Justice Information System/National Crime Information Center (CJIS/NCIC) "Hot Files" information as well as statistical information into Criminal Justice Reporting System (CJRS).

Classifies Initial Complaint Reports (ICR's) on a daily basis to include classifying incident, classified with Minnesota Offense Codes (MOC), classifying location of incident, and edits contents of reports.

Attaches appropriate paperwork to ICR's, including tickets, Tab Charges, reports and miscellaneous paperwork.

Enters MOC Codes from ICR's into CJRS system and into the local department criminal history file to include arrests, traffic tickets, animal tickets, deceased, victims, suspects, juvenile petitions and formal complaints.

Enters lost, stolen or found property and missing persons into local files and enter items in NCIC/CJIS.

Enters Formal Complaints, Juvenile Petitions and Dispositions as they are referred by courts system.

Codes, classifies, completes and submits fingerprint cards for the Bureau of Criminal Apprehension (BCA) and FBI.

Distributes and routes correspondence and maintains appropriate files.

Deals with public on a daily basis providing applications for gun permits, general information of City Ordinances, driver's license information, and vehicle information to various companies and insurance.

Maintain all records and files including photo imaging log, to include coding of photo line-ups and scanning of photo's into computer system.

Receive and route incoming calls and visitors to the department. Answer questions and explain procedures for the department. Takes complaints and composes Initial Complaint Reports (ICR's).

Coordinates with officers the release of vehicles towed by requesting and receiving the proper paperwork such as insurance information, vehicle ownership, etc.

Completes criminal history reports using the CJIS/NCIC and local records and forward to officers for gun purchase permits.

Composes photo logs for department staff.

Orders and maintains office supplies.

Maintains and stores outdated files.

Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

High School Diploma or equivalent required. Minimum of one year of progressively responsible office experience required, preferably in the public sector. Prefer Post High School secretarial training including Associates Degree. CJIS/NCIC Certification within six months of employment.

## **LANGUAGE SKILLS**

Ability to prepare reports and correspondence from dictation and/or written correspondence. Ability to verbally communicate with the public, other law enforcement agencies, court system, attorney's, insurance companies, etc. in person or by telephone. Ability to read and interpret documents from court system, Bureau of Criminal Apprehension, procedural manuals for the police department, City Ordinances, Minnesota State Statutes, CJIS/NCIC manual, Fingerprint Manual, and CJRS manual.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Must understand the mathematical concepts of accident reconstruction and statistical reporting.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher, etc.) or Adobe and specialized police department software.

Knowledge of police department procedures and policies.

Ability to operate multi-line telephone system; fax machine; photo imaging machine; copy machine, laser printer, State computer and police radio.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

State of Minnesota CJIS/NCIC Certification.  
CJIS Advanced Terminal Operator  
Notary Public

## **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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 noise level in the work environment is usually moderate.