

City of DeWitt Police Department

Job Posting

Posting Date: 9/17/2024

Position: Police Department Administrative Assistant

Classification: Full-Time

Closing: October 1, 2024 or Until Filled (Resume review will begin October 1, 2024)

Wage: \$47,840 - \$53,518

The City of DeWitt Police Department is looking for an Administrative Assistant. This is a non-supervisory position within the Police Department. Administrative Assistant performs administrative duties in support of the police operations and functions and programs. Serves as an Administrative Assistant to the Chief of Police and performs the full range of administrative duties for the Chief and all personnel within the department.

A full description of the position can be found on the following pages.

Any questions regarding the position should be directed to Chief of Police Bruce Ferguson, at 517-669-9131.

Please submit a resume and cover letter to the attention of: City Clerk Sarah Stoltzfus, 414 East Main Street DeWitt MI 48820, or [sstoltzfus@dewittmi.gov](mailto:ssoltzfus@dewittmi.gov). Electronic submittals are preferred.

**CITY OF DEWITT**

**TITLE: Police Department Administrative Assistant**

**Wage Range: \$23.00 – \$25.73**

**Position Status: Non-exempt**

Summary of Duties: Under the direct supervision of the Chief of Police, is responsible for providing administrative support to the Chief of Police and other department personnel.

Essential Duties:

1. Answers all incoming calls and provide customer service support. .
2. Greets the public and directs them to appropriate Department personnel.
3. Monitors radio communications on DCPD Admin Channel for officers needing information.
4. Processes all reports, tickets and complaints by means of transcribing, typing, data entry, , mail out correspondence in regards to municipal civil infraction violations, process payment for parking tickets. Coordinate with appropriate agency, i.e., Courts, Prosecutor, City Attorney as-needed.
5. Responsible for all Departmental records and their maintenance and retention, including administrator of the department records management system (SRMS)
6. Reports statistics electronically to the State of Michigan as required monthly.
  - Michigan Crime Reporting (MICR)
  - Sex Offender Registration (Certification Training Required)
  - MCOLES hires
7. LEIN Terminal Agency Coordinator (TAC) – responsible for the disposition of all Criminal History Information, MDC/LEIN Security and Use, and keeping current policies and agreements up to date as mandated by Federal and State Policies and laws. (Certification Training Required)
8. LASO- Local Agency Security Officer- responsible for maintaining compliance with the FBI CJIS security policy and Michigan Addendum and have the ability to act as their agency’s point of contact with Michigan State Police. (Certification Training Required)
9. FOIA Coordinator- Process all requests of information typically requested by involved parties, insurance companies.

10. MI Pistol Administrator- create applications and process background checks on City resident applicants. Act as liaison with the FBI when denials occur and submit proper documentation to MSP.
11. Common troubleshooting with in-car and department computers as issues arise. Liaison between the department and Clinton County Central Dispatch IT.
12. RAVE Alert administrator- maintain and verify contacts for DeWitt Public Schools, sending alerts when incidents arise.
13. Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
14. Maintain, verify and submit payroll hours for all police staff.
15. Administrator of City Hall/ Police Department camera system managed through XProtect and administrator for the department Comcast phone system
16. Grant writing and compilation of statistics for grants (currently in a vest grant) and keeps records of 302 Training Funds.
17. Handles and distributes all incoming mail, as appropriate, for the department.
18. Process all military and government background checks
  - Process all background checks for City Pistol Permit Applicants utilizing appropriate resources
19. Provides administrative support to the Chief of Police and Department personnel on various matters, including Monthly Statistical Reports.
20. Assists and provides administrative support to various departments and the City Administrator on projects and work assignments as directed by the Chief of Police, including the Annual Report, statistically and producing it.
21. Administrator to social media account. Post effectively to social media outlets with community or police related news when applicable.
22. Other related duties as assigned by the Chief of Police.

Minimum qualifications, education, and experience: This position requires the candidate to possess an associate degree in the secretarial sciences with experience in data entry and word processing. Public relations and excellent communication skills are required. A good working knowledge of criminal and traffic laws and organizational skills are desirable. An equivalent combination of education and experience is acceptable. Opportunities for continuing education will be provided and are encouraged.

The duties and responsibilities which are set forth in this document are described to meet the general requirements of the position and are not an all-inclusive list. Therefore, additional related duties may be assigned and this job description may be revised from time to time to reflect changes in the operations and responsibilities of the Administrative Assistant.

The City of DeWitt is an equal opportunity employer which does not discriminate on the basis of race, color, age, sex, sexual orientation, religion, physical attributes, disability or national origin.