

Administrative Assistant



Position Description

Status

Full-Time, Nonexempt

Compensation

A12

Bargaining Unit

GELC – General Unit

Reports to

Administrative Supervisor

Supervises

none

Position Category

Generalist

Summary

This position processes confidential documents and records and enters the information accurately into the computer system. Receives recorded narratives, handwritten notes, and incident records and uses all of these materials to create criminal and civil police reports for assigned areas.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares reports for incidents and citations for submission to the Prosecutor's Office and Courts. Adhering to strict timelines and varying guidelines according to the type of crime or offense being reported and following the case with updated reports and data until the case is closed.
2. Processes traffic and criminal citations and distributes originals with the Michigan Secretary of State driving record and/or out of State driving records to the Courts.
3. Creates and maintains all updates for homicide reports and the required number of copies.
4. Prepares incident reports for the Corrections Facility.
5. Maintains and monitors status of fatal crash reports.
6. Receives lab reports from the crime lab, documents the results on the appropriate case record, and forwards the information to the original reporting officer.
7. Creates police reports as required for marine patrol activity. Processes reports, citations, and student registrations for classes in the snowmobile patrol program. Provides statistics on this information to the appropriate Sergeant.
8. Receives autopsy reports from the Medical Examiner and updates reports with additional information.
9. Assists Cold Case in background and criminal history research as needed.

10. General office duties.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment where a great deal of confidentiality is required. The office is located within a secure area of the Correctional Facility. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High School Diploma or Equivalent (G.E.D.).
2. Two (2) years of secretarial and/or clerical experience in a law enforcement office setting.

3. Possession of a valid Michigan Driver's License.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____