

# **LINN COUNTY CLASSIFICATION**

**TITLE: DETECTIVE ADMINISTRATIVE ASSISTANT**

**NUMBER: 051**

**PAY RANGE: 15 (SO)**

**CATEGORY: MANAGEMENT/EXEMPT (SO)**

**APPROVAL ORDER**

**NUMBER: 2007-540**

**DATE: June 27, 2007**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provides specialized administrative support to the Detective Division including the transcribing of confidential disciplinary hearings and internal investigations. Coordinate activities as necessary within the Detective Division or Sheriff's Office with other county offices and other public or governmental agencies.

SUPERVISION RECEIVED: Works under the general supervision of the Detective Captain and Detective 1<sup>st</sup> Sergeants who outline administrative policies and objectives and reviews and evaluates work for effectiveness. Assignments are performed with a minimum of supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this position. However, training and supervision of a volunteer or volunteers assisting the Detective Division may be required.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Compose, type, transcribe, edit and proofread confidential memos, internal investigations, criminal reports, tape-recorded statements, search warrant returns, texts and correspondence for the Detective Division and Sheriff's Office with absolute accuracy, often for submission as evidence in a court of law.
2. Provide administrative support to the Detective Division to include issuing report case numbers, coordinating meetings, compiling needed investigative information for detectives when major crimes occur to include information gathering, typing of name lists, tip sheets, to do lists, etc.
3. Assist in reviewing, developing and maintaining Detective Division plans, procedures, policies, and functions (case management system, transcription procedures, etc.). May assist in Division budget preparation and ordering of supplies.
4. Manage new or existing technical systems as assigned. Operate specialty computer programs to obtain investigative information for the Detective Division.
5. Receive reports and anonymous tips on crimes over the Sheriff's Office telephone tip line. Prepare a tip sheet from the information received and distribute it to the appropriate person/division/other agencies for further action. Monitor and make recordings from the inmate telephone systems when requested.
6. Create all photographic lineups for the Sheriff's Office and other agencies upon request. Use the Sheriff's Office photographic imaging system to provide photographs to other agencies and the media when requested.

7. Responds to inquiries from the public, Sheriff's Office employees and other agencies and applies procedural knowledge to determine appropriate response; gathers information requested by the public, Sheriff's Office employees or other agencies by searching files, reports, manuals and other sources.
8. May assist in the processing of evidence collection and other activities as assigned at a location away from the Sheriff's Office.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of departmental programs, practices and procedures; proficiency in transcription and word processing; considerable knowledge of record keeping and reporting; considerable skill in the operation of basic office machines and computer applications; ability to view and listen to graphic details of homicides and other crimes; ability to apply discretion and maintain confidential information and material; skill in maintaining effective public relations.

Ability to keep records and prepare reports and findings; ability to perform complex assignments not requiring close supervision; ability to manage technical programs, to evaluate data and to prepare clear and concise reports; ability to train, supervise and evaluate the work of volunteers; ability to establish and maintain harmonious working relationships with other employees, other agencies and with the public.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in administrative, law enforcement or legal office management work as required by the office or department to which assigned; and graduation from a community college with major coursework in or related to office management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment, but may also be conducted outdoors when required. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.