

City of Martinsburg



JOB: POLICE SYSTEMS OPERATOR	DATE: 2/5/2019
PAY GRADE: 7 PAGE 1 OF 4	CODED TITLE: 165 REPORTS TO: CHIEF OF POLICE

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: POLICE SYSTEMS OPERATOR

- **PAY STATUS: NON-EXEMPT**

2. REQUIREMENTS:

	Education:	High school diploma or GED equivalent and three (3) years of general office, communications, or records management experience at least one of which is related to computerized law enforcement agency or any equivalent combination of education and experience.	
	Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license without record of suspension or revocation in any state; no felony convictions or disqualifying criminal histories within the past seven years.	
	Experience	Education and/or experience above or any equivalent combination of education and experience.	
	Skills, Knowledge and Abilities:	<p>Working knowledge of computers and electronic data processing.</p> <p>Some knowledge of evidence and lost/found property maintenance and disposition practices.</p> <p>Some knowledge of modern law enforcement principles, procedures and techniques.</p> <p>Ability to learn the applicable laws, ordinances, and department rules and regulations.</p> <p>Skill in operation of telephones, computer software (including word processing and specialized software), copy machine, postage machine and calculator.</p> <p>Ability to effectively meet and deal with the public.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to follow and give verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Ability to work in stressful situations and respond to in a professional, calm and reasonable manner.</p>	
	Physical:	Body Positions:	Standing, walking, sitting, stooping or kneeling.

City of Martinsburg



JOB: POLICE SYSTEMS OPERATOR	DATE: 2/5/2019
PAY GRADE: 7 PAGE 2 OF 4	CODED TITLE: 165 REPORTS TO: CHIEF OF POLICE

		Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to occasionally lift and/or move up to 25 pounds.</p> <p>Stand, walk, sit, stoop or kneel.</p>
		Body Senses	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision and the ability to adjust focus.</p>
	Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
		Supervision Exercised	<p>None. May supervise part-time or temporary staff as assigned.</p>
		Reasonable Accommodations	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

3. TASKS and DUTIES OF JOB: General Definition: Performs technical, administrative and clerical work in the Police Department with employee operation and statistical reporting. Works under the general supervision of the Chief of Police. While performing the duties of this job, the employee works in a office environment and may, on occasion, be within earshot of profane language and combative behavior. Noise level in the work environment is usually low.

1	Maintains the required confidentiality of all work. Work is confidential and released to the public only by authorized personnel.
2	Processes all police reports.
3	Types and maintains computerized evidence room files.
4	Assists in the procurement of department materials and supplies.

City of Martinsburg



JOB: POLICE SYSTEMS OPERATOR

DATE: 2/5/2019

**PAY GRADE: 7
PAGE 3 OF 4**

**CODED TITLE: 165
REPORTS TO: CHIEF OF
POLICE**

5	Operates PC and main frame computers, printers, copy and fax machines, telephones and other routine office equipment.
6	Acts as records custodian for all computerized departmental documents utilizing computer harddrives, floppy disc and paper files.
7	Establishes and maintains records systems using moderately independent judgment.
8	Maintains computerized evidence room files.
9	Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
10	Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data.
11	Maintains dispatch documents and records.
12	Prepares a variety of computerized reports and related information for the statistical operation of the department and /or reporting to the state and federal government.
13	Any and all other duties assigned by Chief of Police.
4. MEASURES OF PERFORMANCE:	
1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner/public engagement.
8	Accurate in duties as assigned.

City of Martinsburg



JOB: POLICE SYSTEMS OPERATOR	DATE: 2/5/2019
PAY GRADE: 7 PAGE 4 OF 4	CODED TITLE: 165 REPORTS TO: CHIEF OF POLICE

9	Prepares required reports accurately and timely.
10	Strives to develop and maintain skills necessary to progress in the Police Department Systems Operator position. Seeks opportunities to grow and develop in position.

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.			
Employee	Date	Supervisor	Date