

Mattoon Police Department
Job Description

ADMINISTRATIVE ASSISTANT I
Traffic Secretary

BASIC FUNCTION:

Under the direction of the Chief of Police, and Deputy Chief of Police, performs a variety of activities related to the operations of the Mattoon Police Department and serves as a secretary.

DISTINGUISHING CHARACTERISTICS:

The person appointed to this position must be able to work with other employees and citizens in the general operations of the Police Department as well as its various other divisions (i.e. Patrol, Dispatch, Traffic, Arrest Records, etc.) This person must be prepared to learn the basic functions of each department division, with concentration in the area of work as may be assigned. The main job function is to ensure that basic department reports (criminal, traffic, etc.) are appropriately prepared, filed, and tracked.

ESSENTIAL JOB FUNCTIONS

- 1.) Traffic Crash Reports
 - a. Enter Reports
 - b. Send Data to Illinois Department of Transportation
 - c. Submit reports to Insurance Companies, Attorneys, etc.
 - d. File traffic reports

- 2.) Illinois Vehicle Code Violations (tickets and Warning tickets)
 - a. Enter tickets
 - b. Enter Court Dispositions
 - c. File tickets

- 3.) Driving Under Influence Arrests
 - a. Create DUI file packets for Officers
 - b. Forward packets to Secretary of State and Circuit Clerk
 - c. Forward DUI blood & urine specimens to toxicology
 - e. Enter court disposition

- 4.) Records filing
 - a. Crash reports
 - b. Crash investigation
 - c. Field interview cards/ Racial Profile

- d. Arrest records
- e. Fingerprints

5.) Vehicle Maintenance of Squad Cars

- a. Keep record of fuel consumption
- b. Keep record of repairs for squad
- c. Compile monthly report for repairs and fuel cost

6.) Abandoned/Towed Vehicles

- a. Maintain record of tagged and towed vehicles
- b. Notification of towed vehicles
- c. Complete certificates for titles of towed vehicles

7.) Livescan program

- a. Correct errors
- b. Maintain Livescan

ADDITIONAL DUTIES

- 1.) Sex Offender registration, in the absence of the Support Services Coordinator
- 2.) Criminal records filing in the absence of Criminal Records Secretary
- 3.) Assist general public
- 4.) Follow and complete any assignments given by the administration.

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Interpersonal skills using tact, patience and courtesy
- Applicable laws, codes, regulations, policies and procedures
- Oral and written communications skills
- Operation of a computer terminal and office machines
- Telephone techniques and etiquette

ABILITY TO:

- Learn to interpret, apply and explain office policies, regulations, and procedures
- Prepare and maintain a variety of records and reports
- Perform clerical work
- Type at an acceptable rate of speed
- Learn City policies, rules and practices
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate standard office machines such as computers, typewriters, calculators, and copiers
- Work courteously and tactfully with employees and the general public

EDUCATION AND EXPERIENCE:

High school diploma or equivalent, computer experience (word processing and E-Mail)

Legal research skills specifically involving looking up state law and city ordinances
Secretarial skills (must possess good written and verbal communications skills)
Accounting and spreadsheet skills helpful but not required

WORKING CONDITIONS

ENVIRONMENT:

Modern air-conditioned, handicap accessible work area with multiple work stations, copier/fax/file room, and coffee service provided; elevator & stairway access to all floors

PHYSICAL ABILITIES:

Speaking to exchange information on the phone and in person; sitting, standing, walking; seeing and hearing to conduct work

HAZARDS:

Contact with dissatisfied or abusive members of the general public who may be uncooperative or agitated

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.