



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.florencecolorado.org

Position: Police Chief's Administrative Executive

Supervisor: Chief of Police

Department: Police,

Salary Range: \$25.73-39.74/ hour, DOE, DOQ

Classification: Exempt

Benefits: Full-time benefits include health, dental, vision, retirement, and supplemental insurance.

Nature of Work:

Under the direct supervision of the Chief of Police

- Perform administrative/secretarial work in support of the Chief of Police, police operations, records, special functions, programs and specific designated duties.
- The employee shall serve as the central communications link between the office of the Chief of Police, other agencies, courts, records department, civil process contacts and the general public when warranted.
- Providing excellent customer service by directing and or responding to all phone calls and walk in's from the general public, to include internal and external departments, other County and State agencies.
- Researches information to resolve problems, concerns, errors, and or complaints.
- Data entry, reviewing, filing, copying and scanning various documents and memos as needed.
- Maintaining a clear, concise and organized filing system electronically or physically.
- Ensures clear and concise communication with Staff members within the department, various departments and other state agencies.
- Performs the duties of the Evidence Technician with records clerk.
- Supervision of area of accuracy of reports, ensures all supporting report documents are uploaded and prepares for upload to DA's office.
- Supervision of the records tech.
- Additional duties maybe assigned as needed and directed by the Chief of Police

Essential Duties and Responsibilities:

- Relieve the Chief of Police of administrative details such as gathering data and reports for courts, receiving and sending correspondence such as summons, filings, reports, bonds and civil process.
- Dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes action to resolve problems and represents the Police Department in a courteous professional manner.
- Complete payroll for all Police Department and turning it in to City Hall for final payroll.
- Tracking all budget issues, such as expenditure, purchases, purchase orders, and interacting directly with City Hall regarding approval, documentation and securing of the items, ensuring City Hall receives receipt and proper documentation.
- Completes orders for department regarding standard office supplies, and all inventories for Officers is stocked (drug kits, evidence supplies, paperwork needed) and ensures inventories are stocked and updated.
- Receives all incoming and outgoing mail to be delivered to the mail carrier.
- Submits tickets to both County Court and Municipal Court.
- Uploads media (dash cams, body cams, reports, supplements, custody 1 & 2, images and any other type of media that is important to the case) to E-Discovery (DA's office).
- Evidence Technician, enter all incoming evidence into ITI and organizing evidence by case number and releasing evidence.
- Works with Microsoft Office programs, such as Word and Excel.
- Assists Officers and Citizens with vehicles in impound. Collecting impound and Tow fees, preparing paperwork to release the vehicle.
- Helping Lieutenant Enter Officers certifications and trainings to three different data sources, F Drive, Tyler and POST.
- Performs VIN inspections.
- Performs record requests for public and other agencies.
- Court ordered fingerprints for defendants as needed.
- Performs background requests for citizens and other agencies as requested.
- CCIC Coordinator, responsible to have everyone certified with a state number and trained thru CCIC.
- E-Subpoena, responsible to have everyone signed up to get E-Subpoena's thru the DA's Office.
- Assistant to the DRMO Agent, send in all paperwork to the State pertaining to any items received from DRMO and keeping track of all items for annual inventory from the State.
- Performs other duties as assigned that are related to this line of work.

Material and Equipment Commonly Used

- Knows how to operate a computer.
- Proficient in Microsoft Office programs; such as, Word and Excel.
- Knows how to operate copy machine.

- Knows how to fill out Certified Mail.
- Works directly with IT , Tyler System, Visual Labs, WatchGuard, POST, EDiscovery, and CCIC/NCIC

Working Environment

- Position requires that duties be performed indoors;
- Consists of mostly computer work.
- Non-smoking facility;

Experience, Education and Licenses

- High school diploma or equivalent GED.
- Three years of general clerical experience in an administrative or office support role.
- Valid Colorado license and acceptable driving record.
- Must be able to drive to take items to designated agencies.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Signature _____ Date _____