CITY OF MADISON POSITION DESCRIPTION

1.   Name of Employee (or "vacant"):

Vacant

Work Phone:

2.   Class Title (i.e. payroll title):

Clerk Typist II

3.   Working Title (if any):

Case Process Clerk Typist

4.   Name & Class of First-Line Supervisor:

Jena Kujak

Work Phone: 608-261-5588

5.   Department, Division & Section:

Madison Police Records Section

6.   Work Address:

211 S Carroll St GR10 Madison, WI 53703

7.   Hours/Week: 38.75

Start time: 7:00 am   End time: 3:30 pm

8.   Date of hire in this position:

9.   From approximately what date has employee performed the work currently assigned:

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10.   Position Purpose:

To collect, store, and report crime data and case documentation with an emphasis on efficiently creating accessibility of this information to all Police personnel and our state and federal partners.

11.   Position Summary:

Review and create police case reports according to mandatory FBI and departmental Incident Based Reporting requirements. Verify detail, offenses, subject, property and vehicle entries for completeness and accuracy based on information provided in police reports or citizen online submissions. Classify crimes and collect statistics in accordance with FBI set standards using City Ordinances, State Statutes and corresponding crime codes. Identify, interpret and correct Incident Based Reporting errors. Enter stolen and recovered property into the National Crime Information Center according to the Crime Information Bureau specifications. Enter crime and officer safety alerts into police records management system. Track, scan, file and import case documentation to the police records management system. Coordinate workflow processes with other units in the Records Section. Monitor reports for and document missing persons,

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warrants, and arrest data. Participate in the management of modernizing historical data into electronic records. Work with sensitive and confidential information.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Case Report Processing
1. Verify police officer case reports for mandatory Incident Based Reporting data fields (up to 50 fields), and add missing fields based on information reported to police officer.
2. Create police incidents from citizen online self-reports and enter all data fields.
3. Create a police case from police officer paper documentation and enter all data fields.
4. Scan or import time sensitive case and court-related paperwork to a police case and enter necessary data fields.
5. Enter specific arrest data fields for Incident Based Reporting.

20% B. Quality Control _Of who?_
1. Verify correct Incident Based Reporting crime codes in complex cases.
2. Verify correct spellings, date of births, addresses for persons attached to police cases.
3. Verify correct Incident and Case data and coordinate with other units as necessary.
4. Check for duplicate person or business jacket data and consolidate as necessary.
5. Correct monthly Incident Based Reporting error report listings in preparation to submit to the State of Wisconsin and FBI.

20% C. Data Entry
1. Enter stolen and recovered articles, license plates, guns, and bicycles into NCIC/TIME system.
2. Enter serial numbers of stolen property into NCIC/TIME system.
3. Enter alerts into police records management system person files for officer safety and serious crimes.
4. Enter missing juvenile and endangered adult documentation into police records management system.
5. Enter gang and violent person documentation into NCIC/TIME system.

(20%) D. Case Documentation
1. Scan or import supporting case documents for police officers and detectives.
2. Coordinate with other Records Section units and Property to find pending or missing documentation.
3. Coordinate with Court Detectives for time sensitive documents needed.
4. Maintain and file paper documentation in homicide and sensitive cases.
5. Search weekly warrant arrest reports produced by the Clerk of Courts and enter arrest clearance data in police records management system.

10% E. Miscellaneous and Administrative Tasks
1. Scan or import historical records into electronic format.
2. Assist other units in Records Section and Police Department in large document projects as needed.
3. Test new police records management software and updates to existing software programs.
4. Receive and report prescription drug and overdose information to the Wisconsin Prescription Drug Monitoring Program.
5. Assist in training new employees and answer procedural questions by police department personnel.

13. Primary knowledge, skills and abilities required:

Ability to learn new software, complex system processes, and adapt to changing technologies, as both NCIC/TIME and Incident Based Reporting demand precision. Must be organized and detail oriented. Ability to do repetitive tasks with a high degree of accuracy. Can work independently or as part of a team. Must have excellent communication skills, both verbally and in writing. Basic office skills are essential. Ability to maintain the security of confidential information. Ability to maintain adequate attendance.

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14. Special tools and equipment required:

15. Required licenses and/or registration:

Must be certified in Advanced TIME within 6 months of hire, and must re-certify every 2 years thereafter. Advanced TIME certification requires online testing with a graded project. Because of this certification, candidates must undergo a thorough background check including fingerprints, and will be disqualified based on NCIC guidelines.

16. Physical requirements:

Must be able to sit or stand for long periods of time.

17. Supervision received (level and type):

Supervision is direct during training period, but becomes general when procedures have been learned. Assignments are performed within established department procedures.

18. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

_____   _____
EMPLOYEE   DATE

20. Supervisor Statement:

☐ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

_____   _____
SUPERVISOR   DATE.

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.

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