

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Program Assistant 1

3. Working Title (if any):

Program Assistant

4. Name & Class of First-Line Supervisor:

Sgt Tim Radke

Work Phone: 266-6219

5. Department, Division & Section:

Police, Investigative Support

6. Work Address:

211 S Carroll St

7. Hours/Week: 40

Start time: 8 am End time: 4 pm

8. Date of hire in this position:

04-01-2012

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

NA

10. Position Summary:

This is responsible administrative support and advanced-level programmatic work in the Police department. The incumbent is responsible to support the administration of a newly acquired electronic recording system for pawn and second hand dealer transactions. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures. Within the Investigative Support Unit, the incumbent will work under the general supervision of the sergeant, but will also take direction from detectives and other commissioned and non-commissioned staff.

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

- % A. Monitor pawn and second hand dealer transactions
 - 1. Review information from Leads on Line software.
 - 2. Review transactions for stolen goods, comparing to internal Stolen Property Reports.
 - 3. Ensure compliance from stores, verifying that entries are done daily.

4. Follow up with pawn shops via phone and mail to get additional information regarding transactions and entries as required.
5. Maintain confidentiality of information.
6. Monitor license compliance for temporary vendors.

% B. Use the database to seek information and prepare reports

1. Develop a list of repeat sellers of merchandise.
2. Flag individuals who are frequent users of Pawn Shops within the software.
3. Respond to requests from detectives regarding transactions.
4. Work with Crime Analysts in identifying trends and providing supporting documentation.
5. Communicate with District patrol officers and other law enforcement agencies to share and provide information.
6. Create reports on information obtained from the Leads on Line database and other sources regarding transactions and other related issues.

% C. Assist with maintaining database of pawn shop users

1. Enter stolen property reports into the Leads on Line software.
2. Serve as Super User for the Leads on Line software.
3. Set up user accounts and establish passwords.
4. Maintain a list of users under direction from the Sergeant.

% D. Provide support and assistance to detectives in the Investigative Support Unit.

1. Assist with photo lineups.
2. Run background checks on individuals upon request.
3. Listen to jail tapes.
4. Create exhibits for court.
5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office administrative methods, practices and equipment. Thorough knowledge and ability to use computer software applicable to the duties of the position, including databases, Photoshop programs, and spreadsheets. Working knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Ability to prepare finished letters, memorandums and detailed reports from rough draft, outline or original composition. Ability to type. Ability to gather, organize, review and report information. Ability to develop operating systems and procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently and meet deadlines. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to make decisions within policy constraints and to interpret complex department, and City policies to the general public, the business community, and other special interest groups. Ability to perform mathematical calculations and maintain records. Ability to maintain effective working relationship with employees, managers, program participants and the public. Ability to communicate effectively both orally and in writing. Ability to use computers to create visual aids. Ability to maintain confidentiality of information. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to type 30 words a minute with 5 or less errors?

16. Supervision received (level and type):

17. 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).

18. 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

19. 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

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.