

City of Grovetown

Department: Grovetown Dept. of Public Safety

Job Title: Police Administrative Assistant /TAC Officer

Salary Grade: Grade 15 (Entry rate \$17.20 P/H)

Job Status: Full time

Non - exempt

Reports to: Road Patrol Lieutenant

Subject to Employee Benefits: Yes

Purpose of the Position: The purpose of this position is to perform functions as the Police Administrative Assistant for the Department of Public Safety. This position is also identified as the TAC Officer for the Department of Public Safety. The employee in this position supervises all Communication Technicians; receives and transmits emergency and non-emergency communications essential to the efficient operation of the Grovetown Department of Public Safety and receives calls relative to criminal activities, traffic accidents and fire calls. The employee is responsible for maintaining all GCIC training and training records. This employee shall exercise independent judgment in emergency situations and applies common sense, education and training, rules, laws in making decisions. The employee will assist in the maintenance of the evidence room. The employee will assist the Certification Manager with the certification process.

Examples of Duties: Duties include but not limited to the following:

(Scope of work)

Act as the Administrative Assistant for the Department.

Acts as TAC Officer for the Department.

Acts as the GCIC training officer for the Department (maintains records for the same).

Acts as the assistant Evidence room maintenance personnel.

Directs and supervises the work of the Communication Tech 1 positions.

Answers telephones and emergency calls.

Receives and transmits emergency and non-emergency communications concerning criminal activity and emergency calls.

Dispatches calls to police patrol units, fire units and emergency vehicles as needed

Relays instructions or answers questions from remote units.

Dispatches Public Works calls after hours.

Operates, enters and retrieves information from NCIC and GCIC computer.

Performs/processes criminal history checks, missing persons reports, stolen property and vehicles.

Enters shift paperwork and other pertinent data into computer.

Monitors burglar and fire alarm panels.

Maintains police files and repository.

Maintains all records and dispatch logs on incoming and outgoing messages.

Provides assistance to citizens by answering questions and handling complaints.

Maintains a clean and orderly work area.

Completes various reports and forms utilized by the GDPS.
Completes all required reports and forms, including accident and incident reports.
Attends ongoing training classes as required.
Trains new employees.
Disciplines and performs employee evaluations on subordinates.
Participates in community relations projects as required.
Establish and maintains working relationships with fellow employees.
Performs all other duties as required.

Knowledge, Skills and Abilities:

Exceptional skill and ability in operating NCIC and GCIC computer programs.
Knowledge of city geography including city maps/streets/locations.
Knowledge of city policies and procedures related to operation of the facility and the department.
Knowledge of city personnel policy.
Knowledge, skill and ability in interpretation of state and federal laws, local laws and ordinances, and complicated regulations and standard operating procedures.
Knowledge, skill and ability in use of computer programs and applications that relate to the job.
Knowledge, skill and ability in the de-escalation of emergency situations and prioritizing emergency situations as they arise.
Knowledge of short and long term goals for departmental projects.
Skill and ability to solve problems and matters of complaints from the general public or outside agencies.
Ability to train employees and to be cross-trained to perform other related duties.
Ability to understand oral and written instructions.
Ability to read, write and speak English.
Ability and skill to deal courteously and tactfully with fellow employees and general public.
Ability to establish and maintain effective working relationships with employees, officials and general public.

Complexity: Employee is required to follow developed, implemented and established rules, guidelines policies and laws of the State of Georgia. Incumbent is required to make suggestions for updates or changes to insure the city is in compliance with all state and federal agencies. Incumbent must have the ability to understand the scope, functions and job duties with minimal instruction.

Contacts: Contacts are generally with co-workers, State, county and federal law enforcement employees, state and federal agencies and members of the general public. The purpose of these contacts is to render services, provide or exchange information to the general public.

Guidelines: Employee is required to follow State Laws, Local Laws and Ordinances, Federal Laws, local standard operating procedures and guidelines. Incumbent would

receive instruction from the Road Patrol Lieutenant, Police Sargeant or shift leader. Employee must work independently to accomplish goals and objectives of the job.

Physical Demands: Position requires work in the facility in a semi-controlled environment. Employee is required to lift items weighing more than 35 pounds and typically performs work at a desk. Incumbent must be in good physical condition and be able to tolerate long periods of time sitting in a chair. Employee may be exposed to noise, dust, dirt, and physical harm. Employee must be able to distinguish between shades of color.

Supervisory Controls: This position works under the direct supervision of the Road Patrol Lieutenant. Work is complex and employee must use much judgment in accomplishing goals and objectives of the department. The Director of Pubic Safety will periodically monitor work to insure that employee understands and implements all regulations as appropriate. The Road Patrol Lieutenant will insure that all standards of training are met by the employee. This position typically supervises 6+ subordinate employees.

Work Environment: Work is typically performed in the Police Station. Employee may be exposed to blood borne pathogens and infectious disease.

Requirements: Employee must possess a high school diploma
Employee must be GCIC certified.
Employee must be able to obtain required training for communications Technicians.
Must be CPR, AED and First Aid Certified
Employee must be at least 18 years old
Employee must live within close proximity of the city
Employee must possess and maintain a valid state driver's license
Employee is subject to a pre-employment background check and drug Screen.
Employee must follow all policies, rules and regulations of the City
Employee is subject to random drug testing

8/14/2012 HR – Disclaimer: Job description statements are intended to describe the general nature and level of work being performed assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

Equal Opportunity Statement: The City of Grovetown is an Equal Opportunity Employer and does not discriminate against any employee based on race, color, sex, sexual orientation or national origin, or individuals with disabilities. *City will pay cost of training, but employee must sign an agreement to reimburse costs if employment time is less than one year.

Upgraded 02/01/2019 HR