



Classification: Clerk IV - Division of Drug and Crime Control (DDCC)
Special Services Section

Title Code: V00008

Pay Range: 15

POSITION SUMMARY:

This is responsible supervisory, technical, and advanced clerical work in the Division of Drug and Crime Control. The employee in this position trains new clerical employees assigned to the division and prioritizes, assigns and reviews the work of these employees. The employee serves as backup to the division director's special assistant. Work is subject to general review and supervision by the assistant division director for conformance with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Responsible for learning guidelines, requirements, and restrictions of Special Criminal Investigation; responsible for review and editing of content and final dissemination to appropriate Prosecutor's Office and Law Enforcement Agency.

Develops and maintains various databases and spreadsheets as necessary.

Coordinates, delegates, and supervises the work of clerical staff; (i.e., typed correspondence, confidential arrest/incident/investigation reports, and general data entry); reviews work for accuracy and completeness; approves/disapproves leave; prepares probationary and annual evaluations; trains and orientates new clerical assigned to the division.

Facilitates travel and transportation arrangements for division employees who must travel for training, investigations, or other patrol related business (i.e. airlines, lodging, rental vehicle, out-of-state travel authorization).

Processes, compiles, and or generates various forms of correspondence, records, reports, requests for training, out of state travel authorizations, arrest/incident/investigation reports, transcription of taped interviews, patrol car accident reports, expense reports, etc.); provides administrative support to division assistant directors by processing correspondence, taking and transcribing division meeting minutes, etc.

Serves as division Terminal Agency Coordinator and Network Security Administrator; coordinates and updates access and authority records for all users in the division for MULES/AS400/PC databases and applications; maintains current files on MULES certification for the division; performs required criminal history checks on all certified operators in the division.

Compiles statistical data and information for monthly and annual reports; establishes and maintains complex files, both hard copy and computerized.

Serves as the division's worker's compensation representative; processes worker's compensation claims; checks forms for accuracy and completeness; maintains division worker's compensation files.

Archives records, both hard copy and computer, as outlined by division policies and procedures.

Serves on Patrol committee oral interview boards, etc., as requested.

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Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of modern office procedures, practices, and equipment.

Working knowledge of the activities of the clerical positions supervised.

Knowledge of the basic principles and practices of supervision.

Ability to learn Missouri's Sunshine Laws and departmental regulations governing the dissemination of criminal history records information.

Ability to learn and become proficient with the Patrol's various software programs (i.e., CJ02, MULES, NCIC, DOR, etc.).

Ability to understand and follow written and oral instructions and convey them to others effectively.

Ability to multi-task.

Ability to work under pressure to meet deadlines.

Ability to expedite a voluminous flow of detailed work.

Ability to maintain complex records and files.

Ability to manage, delegate, motivate, and evaluate the work of others.

Ability to work independently and exercise initiative.

Ability to effectively proofread typewritten work.

Ability to operate basic office equipment as detailed in the description of duties

Ability to type and operate a standard computer keyboard.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED; AND five years of clerical experience with the Patrol (two years of this experience must be at the level of a Clerk Typist III, Stenographer III, or higher).

OR

Possess seven years of experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol.

Possess the skill to type at a rate of 60 words per minute with ten (10) errors or less.

NECESSARY SPECIAL REQUIREMENTS:

Possess at least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

Must be MULES certified as soon as scheduling allows.

Must be able to obtain and maintain a State of Missouri Purchasing Card to support division operations.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.