

CRIMINAL INVESTIGATIONS ADMINISTRATIVE TRAINEE

JOB DESCRIPTION

Classification Responsibilities: A Criminal Investigations Administrative Trainee performs specialized clerical work through a structured multi-phase training program in the Criminal Investigations Division (CID) of the Police Department. A Criminal Investigations Administrative Trainee learns to perform the full scope of duties of a Criminal Investigations Administrative Aide which include various clerical tasks involved in the processing and timely filing of felony and misdemeanor cases for prosecution with the County Attorney's Office and the City Prosecutor and serving as a liaison with these offices. This includes monitoring the processing of in-custody cases. Additional duties include: transcribing recordings of meetings or interrogation interviews wherein the speaker is making no effort to dictate clearly; transcribing cassette tapes, CD's and wave files of interviews with victims, suspects, and witnesses and/or surveillance tapes of conversations recorded with a "body bug" during undercover operations; assembling documents of evidentiary value for prosecution purposes; receiving all signed complaints, turndowns and/or furthers from the County Attorney's Office, City Prosecutor, and Juvenile Court; researching and printing required cases for court filing; assisting and preparing search warrants; running Gun Trace Requests through the Alcohol, Tobacco, and Firearms (ATF) database; typing a variety of documents from clear copy or rough draft; compiling and tabulating monthly, quarterly, biannual, and annual comparison reports; and handling incoming calls with case information requiring input into the Rapid Start Program. An employee in this class learns how to enter and update cases and court docket numbers in an automated case management records system and check and retrieve the status of in-custody suspects via the Department of Public Safety (DPS) computer and the Law Enforcement Justice Information System (LEJIS). A Criminal Investigations Administrative Trainee must communicate effectively with victims to provide feedback on case information. This class is responsible for performing related duties as required.

Distinguishing Features: A Criminal Investigations Administrative Trainee who successfully completes all phases of training may progress by noncompetitive promotion to the classification of Criminal Investigations Administrative Aide. An employee in this class must successfully complete all phases of training within the stipulated time frames. An incumbent who fails to complete the training program will be transferred, demoted, or terminated. A Criminal Investigations Administrative Trainee may be assigned to the Special Investigations Division. Supervision and training are received from a Criminal Investigations Administrative Aide under the supervision of the Criminal Investigations Administrative Supervisor. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. A minimum of three (3) years clerical experience. A typing speed of 45 net words per minutes (nwpm).

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Some experience in a law enforcement related environment and/or working within time constraints and mandatory deadlines is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, sworn officers, other City employees, victims, law enforcement, and judicial agencies to answer questions, obtain information, process cases and direct phone calls appropriately. Receives instructions from a trainer and/or supervisor. Prepares written documents such as case reports, memos, letters, search warrants, court orders, and miscellaneous forms with clearly organized thoughts using the proper sentence structure, punctuation, and grammar.

Manual/Physical: Operates a variety of standard office equipment such as a copy machine, personal computer (PC), printer, transcribing equipment, copyette machine, scanner, crime capture computer, and a calculator to properly complete documents for distribution and file/submit cases to the City Prosecutor and County Attorney's Office. Enters data into an automated case management records system in order to maintain a case log and update case information. Uses a PC to query law enforcement information systems and prepare search warrants, hot sheets, time sheets, and other documents. Transcribes interrogation and surveillance tapes, CD's, and wave files. Prepares forms in proper sequence for distribution. Sorts, files, and distributes incoming mail. Observes a trainer completing tasks in order to learn step-by-step procedures. Reviews a training manual and samples of documents/packets in order to learn tasks. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to deliver and receive cases to/from the Maricopa County Attorney's office and Justice Courts to ensure timely submission.

Mental: Comprehends and makes inferences from a written training manual. Learns how to use a PC with Criminal or Special Investigations Division shells and formats to type memos, letters, search warrants, major cases, and complaints for court filings. Learns to prepare time limit cases to be submitted to City Court, Justice Courts, and to the Grand Jury by assembling and copying all the necessary forms, cases, supplementary reports, LEJIS checks, and other documents of evidentiary value for prosecution purposes. Learns how to maintain a daily log and update information on an automated records system of all cases that are submitted to the County Attorney's Office and City Prosecutor. Learns how to perform mathematical calculations and statistical computations for monthly, quarterly, biannual, and annual totals. Learns all other tasks through an on-the-job structured training program.

Knowledge/Skills/Abilities:

Knowledge of:

basic telephone etiquette;
business English, spelling, and writing techniques;
office practices, procedures, and equipment; and
police operations and objectives.

Skills in:

operating a typewriter and PC which is demonstrated by typing a minimum sustained rate of 45 net wpm;
filing numerically and alphabetically with accuracy;
making arithmetic computations; and
use of duplicating and other electronic office equipment.

Ability to:

follow oral and written instructions;
learn to interpret police report data and recognize errors and omissions;
learn applicable federal and state requirements;
learn how to utilize an automated records system;
learn how to transcribe interrogation and undercover tapes;
learn the objectives, policies, and procedures of the CID;
learn the objectives, policies, and procedures of the Special Investigations Division;
compile, tabulate, and record monthly, quarterly, biannual, and annual comparison reports for staff analysis;
deal effectively with the public over the telephone and in person;
remain calm and think clearly and quickly in emotional and emergency situations;
maintain confidentiality and security of records and information;
work in an environment which requires several mandatory deadlines to be met;
interpret, explain, and receive information for telephone and in-person inquiries; and
establish and maintain effective working relationships with other City employees, supervisors, personnel from outside agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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EEO-A/S

JOB FCTN-OFF

INCREMENTS 59-200

PAY GRADE: 42

IND-8810

SWORN-No