

## CRIMINAL INVESTIGATIONS ADMINISTRATIVE AIDE

### JOB DESCRIPTION

**Classification Responsibilities:** A Criminal Investigations Administrative Aide performs difficult and varied 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 and status of in-custody cases. Additional duties performed include: entering and updating cases in an automated case management records system; checking and retrieving the status of in-custody suspects via the Department of Public Safety (DPS) computer and the Law Enforcement Justice Information System (LEJIS); 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; 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. A Criminal Investigations Administrative Aide must deal effectively with victims to provide feedback on case information. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Criminal Investigations Administrative Aide is a civilian classification which may be assigned to the Criminal Investigations Division (CID) or the Special Investigations Division. Employees in this class have successfully completed all training phases required of a Criminal Investigations Administrative Trainee, have demonstrated proficiency at transcribing recordings of interrogation interviews or meetings, and may progress to this class by non-competitive promotion upon meeting the specific based promotion requirements. The Criminal Investigations Administrative Aide functions as a liaison with the County Attorney's Office, Justice Courts, Maricopa County Sheriff's Office, and the City Prosecutor in order to ensure the timely processing of cases which requires considerable patience, tact, and persuasion in interacting with representatives of these offices. Supervision is received from a Criminal Investigations Administrative Shift Supervisor or 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.** Successful completion of training received as a Criminal Investigations Administrative Trainee assigned to the Mesa Police Department CID or the Special Investigations Division.

**Special Requirements.** Must possess a valid 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.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, sworn officers, other City employees, victims, and law enforcement and judicial agencies to answer questions, obtain information, process cases and direct phone calls appropriately. Instructs and trains subordinates on the job as required in the absence of the 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:** Reviews the work products of others to ensure compliance with department policies, procedures, and training manual instructions. Operates a variety of standard office equipment such as a copy machine, personal computer (PC), transcribing equipment, printer, copyette machine, scanner, crime capture computer, and a calculator to properly complete documents for distribution and file/submit cases to the City Prosecutor and the 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, CDs and wave files. Prepares forms in proper sequence for distribution. Operates a motor vehicle requiring a standard 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:** Checks case filings for accuracy. Utilizes a PC with Criminal or Special Investigations Division shells and formats to type memos, letters, search warrants, major cases, and complaints for court filings. Prepares 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. Maintains a daily log and updates information on an automated records system of all cases that are submitted to the County Attorney's Office and the City Prosecutor. Prioritizes and assigns work to personnel such as case filings, transcriptions, and memos in the absence of the supervisor. Resolves procedural and operational problems in the absence of the supervisor. Performs mathematical calculations and statistical computations for monthly, quarterly, biannual and annual totals.

**Knowledge/Skills/Abilities:**

Knowledge of:

basic telephone etiquette;  
business English, spelling, and writing techniques;  
office practices, procedures, and equipment;  
bookkeeping and statistical methods of recording and compiling data;  
police operations, objectives, and procedures; and  
the organization, records systems, and office procedures and practices of the Mesa Police Department CID or Special Investigations Division, particularly with respect to filing cases and release of information.

Skills in:

operating a typewriter and PC which is demonstrated by typing a minimum sustained rate of 50 net words per minute (wpm);  
operating transcribing equipment;  
filing numerically and alphabetically with accuracy;  
making arithmetic computations; and  
the use of duplicating and other electronic office equipment.

Ability to:

interpret police report data and recognize errors and omissions;  
follow oral and written instructions;  
learn applicable federal and state requirements;  
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;  
write routine correspondence relating to a specific program or function; 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.

Criminal Investigations Administrative Aide  
Page 4

Revised 4/18

EO/co/rb

CS3708.DOCX

EEO-A/S

JOB FCTN-OFF

INCREMENTS 61-200

PAY GRADE: 42

IND-8810

SWORN-No