

CRIMINAL INVESTIGATIONS ADMINISTRATIVE SHIFT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Criminal Investigations Administrative Shift Supervisor is responsible for supervising a shift of clerical employees within the Criminal Investigations Division (CID) of the Police Department and the Center Against Family Violence to ensure the proper processing and timely filing of felony and misdemeanor cases with the County Attorney's Office and the City Prosecutor. Supervisory responsibilities include: work assignment/review, staff scheduling, leave approval, resolution of personnel problems, training, and performance evaluation. Additional duties include: developing, updating, and maintaining the Rapid Start System for CID; assisting with the logging and distribution of the County Attorney Rule 15 requests; logging and distributing the County Attorney Submission reports; retrieving and distributing police reports; entering police report information into the automated police records system (PIMS); operating and retrieving information from a variety of criminal justice systems; assisting with the signing of In-Custody complaints on a back-up basis; retrieving and distributing information for detectives from the City Court System (ACIST) and the CIS Banner System for Utilities information; pointing out discrepancies in report information and/or court filing to detectives and supervisors; compiling and tabulating monthly, quarterly, biannual and yearly statistical reports; training new Detectives on the procedures for processing in-custody cases and the Crime Capture Computer system; training police substation staff on entering information into the PIMS system; serving as a liaison with the County Attorney, City Prosecutor, Justice Courts, and Maricopa County Sheriff's Office; serving as the Criminal History Reporting (CHR) Coordinator; transcribing confidential interview tapes; preparing written documentation and training manual updates; maintaining the Public Records Requests log when copies of case information are requested; assisting with the ordering of supplies; and entering and approving timekeeping hours into the payroll system. An employee in this class assists in the development and implementation of policies and procedures regarding day-to-day operations and the criteria-based training program/procedures for clerical personnel assigned to the CID. This class performs related duties as required.

Distinguishing Features: An employee in this class is expected to exercise considerable initiative and independence to ensure that mandatory deadlines are met and the paperwork for case preparation is accurate and complete. A Criminal Investigations Administrative Shift Supervisor is required to make decisions regarding operational and personnel problems and assume responsibility for the results of decisions taken. This class is supervised by the Criminal Investigations Administrative Supervisor through meetings regarding the volume, accuracy, and timeliness of work processed and the overall results achieved. The Criminal Investigations Administrative Shift Supervisor is distinguished from the Criminal Investigations Administrative Supervisor by the latter's greater degree of supervisory responsibility and more administrative nature of the work performed. Incumbents may work varying shifts. 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. Any combination of training, education, and experience equivalent to three (3) years of progressively responsible clerical experience including at least two (2) consecutive years in the CID preferably involving some training and leadwork experience OR four (4) years of progressively responsible clerical experience including the processing/filing of cases for prosecution and at least one (1) year of supervisory or leadwork responsibilities.

Special Requirements. 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 Qualification. Graduation from high school or GED preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinates, sworn officers, other City employees, victims, law enforcement and judicial agencies, and the general public to answer questions, obtain information, process cases, and direct phone calls appropriately. Trains subordinate personnel in accordance with an established training program. Explains policies and procedures and resolves operational, procedural, and personnel problems. Prepares written procedures, memos, letters, performance evaluations, case documents, search warrants, court orders, and miscellaneous forms with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Manual/Physical: Processes appropriate paperwork to ensure the proper processing and timely filing of felony and misdemeanor cases with the County Attorney's Office and the City Prosecutor's Office. May assist with the transcription of interrogation interview and surveillance tapes. Sorts, separates, arranges, files, or distributes incoming mail, case documents, or other materials to ensure accurate case preparation. Enters data into an automated case management records system in order to check on case information. Uses a personal computer (PC) to query law enforcement information systems. Drafts correspondence, designs forms, and prepares search warrants on a PC. Operates a ten-key calculator to tabulate activities for statistical purposes. Observes and monitors subordinates' behavior and work activities to determine compliance with departmental policies and procedures.

Mental: Develops work flow processes, prioritizes and assigns work to subordinate clerical personnel, and makes adjustments in scheduling as necessary to ensure that deadlines are met. Approves leaves of absence. Reviews or checks the work products of subordinate personnel to ensure accuracy, efficiency, and compliance with departmental operating procedures. Comprehends and makes inferences from written material in order to complete work assignments, evaluate subordinates' work performance, and implement changes in operational procedures when appropriate. Implements and monitors the criteria-based promotion training program. Conducts interviews and participates in the selection of CID clerical personnel. Assists with the resolution of personnel problems. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the organization, records systems, office procedures, and practices of the Mesa Police Department CID, particularly with respect to filing cases and release of information;
federal and state law enforcement agencies and their records operations;
the rules and regulations of criminal procedure, state codes, and City ordinances;
the English language and basic writing techniques; and
basic data processing methods.

Skill in:

operating a typewriter;
operating common modern office equipment; and
making arithmetic computations.

Ability to:

exercise sound judgment in making decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures;
use a PC and automated case management records system as needed;
adjust to changing workloads and work standards including varied shift work;
deal tactfully with requests for information or services;
adhere to mandatory deadlines and work under pressure;
objectively evaluate procedures and personnel;
maintain confidentiality and security of records and information; and
establish and maintain effective working relationships with other employees, supervisory personnel, sworn officers, personnel from other City departments and 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-ADM

INCREMENTS 59-200

PAY GRADE: 49

IND-8810

SWORN-No