

## **CRIMINAL INVESTIGATIONS ADMINISTRATIVE SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Criminal Investigations Administrative Supervisor performs responsible administrative and supervisory work in the management of clerical activities within the Criminal Investigations Division (CID) and the Mesa Family Advocacy Center (MFAC) of the Police Department to ensure the proper processing and timely filing of felony and misdemeanor cases with the County Attorney's Office and the City Prosecutor. The various activities supervised include: serving as a liaison with the County Attorney's Office and the City Prosecutor's Office; monitoring the processing of in-custody and long form complaint cases; transcribing recordings of interrogation interviews, undercover interviews, or surveillance tapes; maintaining the status of cases on an automated case management records system; and checking the status of suspects via the Department of Public Safety computer and the Law Enforcement Justice Information System (LEJIS). Additional responsibilities include overseeing or participating in the preparation of work schedules, statistical reports and CompStat reports, overtime reports, call-out reports, search warrants, hot sheets, and other documents; logging, distributing, and tracking Rule 15 requests from the County Attorney's Office; assisting with the logging and distribution of the County Attorney Submission Report; serving as the phone liaison and computer liaison for CID; responsibility for purchase and maintenance of all CID equipment; serving as the liaison with Facilities Maintenance; coordinating the CID inspections program; maintaining vehicle assignment information; updating the Human Resources Management system for CID and MFAC personnel information; maintaining a database of all assigned CID and MFAC personnel; maintaining the Mesa Address Book for CID and MFAC information; purchasing office equipment and supplies; reviewing monthly telecommunication charges to ensure accuracy; maintaining organizational charts; reviewing the police report list weekly and notifying the appropriate detective for case status; serving as the Star Award Coordinator and Clean Air Coordinator; retrieving and distributing police reports; and assisting in training new police personnel on how to process in-custody and long form complaint cases. 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. The Criminal Investigations Administrative Supervisor has full supervisory responsibility over Criminal Investigations Administrative Aides and facilitates training to clerical personnel which includes a formal criteria-based training program. In addition, this class performs secretarial work in support of the Police Commander and the administrative staff of the CID. The Criminal Investigations Administrative Supervisor is required to solve unusual problems recurring from day-to-day and to assume responsibility for the effects of decisions made. Supervision is received from the Police Commander or Police Lieutenant assigned to CID with work reviewed through conferences regarding volume, accuracy, and timeliness of work completed, observation of results achieved, and evaluation of reports. This class is distinguished from the Criminal Investigations Administrative Shift Supervisor by the more administrative nature of the work performed. This class is FLSA exempt-administrative.

## 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 graduation from high school or GED. At least one (1) year as a Criminal Investigations Administrative Shift Supervisor OR at least three (3) years experience Criminal Investigations Administrative Aide OR extensive (5+ years) experience in a progressively responsible clerical/administrative support capacity in a law enforcement or related environment with at least two (2) years in a supervisory capacity.

**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 Qualifications.** Coursework in office management and modern office techniques is highly 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. Explains policies and procedures to subordinate personnel when assisting with the clerical training program and to resolve operational, procedural, and personnel problems. Acts as a liaison with the courts, the County Attorney's Office, and the City Prosecutor's Office in the processing of case preparation/filing and resolution of problems. Prepares written documents such as procedures, memos, letters, performance evaluations, case reports, search warrants, court orders, and miscellaneous forms with clearly organized thoughts using 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. Processes appropriate paperwork to ensure the timely filing of felony and misdemeanor cases. Operates a variety of standard office equipment such as a copy machine, personal computer (PC), transcribing equipment, printer, and a calculator. 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 various documents. Sorts, separates, arranges, files, or distributes incoming mail, case documents, or other materials to ensure accurate case preparation. Operates a ten-key calculator to tabulate activities for statistical purposes.

**Mental:** Develops work flow processes, prioritizes and assigns work to subordinate shift supervisors and/or clerical personnel, and makes adjustments in scheduling as necessary to ensure that mandatory deadlines are met. Approves leaves of absence. Reviews or checks the work products of others 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. Assists with the development and approves the training requirements for the criteria-based promotion plan. Conducts interviews and participates in the selection of CID clerical personnel. Assists with the resolution of personnel problems. Makes budgetary recommendations to the Police Commander regarding clerical manpower and equipment needed. Learns job-related material through on-the-job training and in a classroom setting.

**Knowledge/Skill/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;  
modern office management and methods;  
police objectives and procedures;  
federal and state law enforcement agencies and their records operations;  
the rules and regulations of criminal procedures, state codes, and City ordinances;  
the English language and basic writing techniques; and  
data processing techniques.

Skill in operating a PC, ten-key calculator, and a variety of office equipment.

Ability to:

develop and implement operating procedures and systems, training methods, and programs for efficient office operation;  
objectively evaluate procedures and personnel and implement appropriate corrective actions;  
exercise sound judgment in making decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures;  
maintain confidentiality and security of records and information;  
adhere to mandatory deadlines and work under pressure; and  
establish and maintain effective working relationships with other City 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.

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JOB FCTN-ADM

INCREMENTS 59-200

PAY GRADE: 51

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