

CRIMINAL INVESTIGATIONS ADMINISTRATIVE AIDE II

JOB DESCRIPTION

Classification Responsibilities: A Criminal Investigations Administrative Aide II performs difficult and varied clerical tasks involved in the processing and timely filing of felony and misdemeanor cases for prosecution and serves as the liaison with the County Attorney's Office, City Prosecutor, Attorney General's Office, Justice of the Peace Court, and other City Courts throughout the valley. Duties include monitoring the processing and status of in-custody cases; entering and updating cases status 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-using JWI); assembling legal 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; typing a variety of documents from clear copy or rough draft; compiling and tabulating monthly, quarterly, biannual, and annual comparison reports; and taking warrants or electronically sending warrants to be signed by Justice of the Peace judges as directed by the County Attorney's office. A Criminal Investigations Administrative Aide II must deal effectively with victims to provide feedback on case information. Work involves difficult clerical, public contact, and varied paraprofessional assignments requiring a high degree of thoroughness and accuracy in performing administrative details within established time constraints. This class is responsible for performing related duties as required.

Distinguishing Features: The Criminal Investigations Administrative Aide II is a civilian classification which may be assigned to the Criminal Investigations Division (CID). This class is distinguished from the Criminal Investigations Administrative Aide I class by its ability to address and resolve more complex cases and make appropriate decisions when it comes to case filings and felony release of in-custody or changes in charges. Incumbents in this class will be able to perform extensive research on DPS criminal history corrections to resolve an individual's criminal history. This class requires expanded knowledge of reading and interpreting criminal history and knowledge of older records management systems to determine appropriate action for criminal history corrections. Incumbents in this class will have additional Versaterm RMS management system access to modify unnecessary requests by other agencies. The Criminal Investigations Administrative Aide II functions as a liaison with the County Attorney's Office, Justice Courts, Maricopa County Sheriff's Office, Attorney General'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. Employees in this class may progress by noncompetitive promotion to Criminal Investigations Administrative Aide II upon meeting the specific criteria-based promotion requirements. 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. High School Diploma or GED, three years' clerical experience, and one year of experience as a Criminal Investigations Administrative Aide I. Terminal Operator Certification (TOC) Level B Certification is required.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation 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. College level coursework in office management, criminal justice, or related field. Legal experience, legal certificate, or a legal degree is also 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. 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), printer, scanner, 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 other documents. Prepares forms in proper sequence for distribution. Operates a motor vehicle requiring a valid 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: Checks case filings for accuracy and proofs the completion of all forms. Routinely handles moderate to difficult decisions and related problems related to case filing paperwork and follow up on charging decisions. Independent judgement on the interpretation of ARS statutes. Utilizes a PC with Criminal Division shells and formats to type memos, letters, 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 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;
basic knowledge of legal systems, ARS statutes, and severity codes;
police operations, objectives, and procedures; and
the organization, records systems, and office procedures and practices of the Mesa Police Department, particularly with respect to filing cases and release of information.

Skills in:

operating a PC which is demonstrated by typing a minimum sustained rate of 50 networks per minute (wpm);
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.

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AD/js/ah

CS4722.DOCX

EEO-A/S

JOB FCTN-OFF

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 47

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 58-200