

CITY OF OBERLIN JOB DESCRIPTION
Police Records Administrative Intern

Title:	Police Records Administrative Intern	Department:	Police Department
Supervisor:	Records Administrator, Police Chief Police Chief	Subordinate(s):	None
Status:	Part-Time	Civil Svc Status:	Unclassified
FLSA Status:	Non-Exempt	Exempt Category:	N/A
Bargaining Unit:	None	Pay Grade:	Not categorized
		Schedule:	Varied business hours, evening meetings and other hours as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Intern assists the Records Administrator, Police Chief and various support staff members in research and departmental projects. The Intern performs various administrative duties and provides additional support as needed or assigned.

The Intern shall utilize sound judgment, shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Intern shall demonstrate effective performance through clear, concise communication; collaboration; personal accountability; and responsibility.

Minimum Qualifications:

The work will require the ability to work independently, along with possessing interpersonal skills, initiative and diplomacy. The position requires successful completion of additional pre-employment procedures including but not limited to drug testing and background investigation. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Distinguishing Features:

Working under the immediate supervision of the Records Administrator, standard assignments are well-defined and initially are reviewed as work proceeds; however, as the Intern's competence increases, work is done more independently and reviewed upon completion and/or during conferences. Duties may also require the employee to be available for morning and evening meetings. The Intern may be assigned to a department on a project basis.

Primary Job Duties: *(Essential functions are identified by an “*”)*

- Provides staff assistance to the Police Department and other departments of the City government; tasks will vary based on assignment.*
- Communicates with the general public, other City employees, management and public officials in order to research administrative or operational problem areas, conduct surveys and report recommendations and results.*
- Analyzes procedures, drafts studies, reports and/or manuals to report findings and propose solutions to administrative problems, or makes recommendations for improvement.
- Designs and revises forms for records and reports.*
- Attends related training sessions, various meetings, citizens committees and citizen boards and commissions, as directed.
- Collects, assembles and analyzes data to assist in resolving procedural, operational and other work-related problems.*
- Performs other duties as assigned.

Communication: Communicates with the general public, other City employees, management, and public officials in order to research administrative or operational problem areas, conduct surveys, and report recommendations and results. Drafts studies, reports, and/or manuals to report findings and propose solutions to administrative problems, or make recommendations for improvement.

Manual/Physical: Gives staff assistance to the Police Department. Designs and revises forms for records and reports. Attends related training sessions, various administrative meetings, citizens committees, and citizen boards and commissions, as directed. Meet scheduling and attendance requirements.

Mental: Collects, assembles, and analyzes data to assist in resolving procedural, operational, and other work-related problems. May assist in developing new programs or procedures. May assist with budget preparation. Analyzes and interprets research findings.


Minimum Knowledge, Skills and Abilities:

- Research techniques, methods and procedures.
- Office management principles, practices and equipment.
- The area of expertise for the department to which the employee is assigned.
- Personal computers and Microsoft Windows Office products.
- Ability to plan, organize and coordinate own work.
- Ability to communicate effectively both in writing and verbally.
- Ability to work without constant supervision.
- Ability to apply equipment and resources to prepare and present reports, information and/or training materials.
- Ability to make mathematical calculations and draw logical conclusions.
- Ability to provide thoughtful and thorough analysis.
- Ability to listen and communicate effectively with a diverse group of people.
- Ability to proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Ability to establish and maintain tactful and effective working relationships with City staff and general public.

Work Environment and Equipment Utilized:

Standard office equipment is utilized routinely in the job, and the work is performed in 1) a typical office environment with adequate lighting, ventilation and temperature controls, as well as 2) outside the office. The employee may be required to sit for extended periods, and perform routine physical tasks such as bending, squatting, lifting (< 20 lbs.) and reaching. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04-07-11

Human Resources Signature/Date

 4/7/11

Appointing Authority Signature/Date

 4/4/11

Supervisor Signature/Date

 4/9/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A