

APPLICATION PACKET CLERICAL II EMPLOYMENT

Contents:

- **Job Posting and Description:** This information should be retained by the applicant.
- **Application:** To be turned in to the Flint Township Police Department.
- **Authorization to Release Information Form:** To be turned in to the Flint Township Police Department with Application.

Failure to complete the Authorization to Release Information Form will cause the application to be rejected.

**JOB POSTING
CHARTER TOWNSHIP OF FLINT
POLICE DEPARTMENT
OFFICE LEVEL II POSITION**

The Flint Township Police Department has an opening for the position of Clerical Office II under the direction of the Township Chief of Police. This position is hereby posted for application. Persons interested must submit an application to the Flint Township Police Department, ATTN: Chief of Police, located at 5200 Norko Street, Flint, MI 48507, for said position by no later than **4:00 pm on Wednesday November 16, 2016.**

This position requires advanced computer skills, a two year college degree, or a combination of education, experience, and training. Experience in the Statewide Records Management System (SRMS/ARMS) or a substantially similar police records management system is preferred. Suitable applicants will have a strong work history in police records management, data entry, LEIN, and MICR.

Applicants will be subject to written and verbal tests developed and administered by the Police Department. All applicants will be subject to a rigorous background examination to determine suitability for access to sensitive police records and as required for LEIN access.

This union position is considered full-time working Monday through Friday. Starting (2017) wage is \$16.15 per hour with annual step increases for five years. Current (2017) top wage is \$19.49. Benefits include; 35 hours per week, Health, Dental & Vision insurance, MERS Defined Benefit Pension Plan, Paid Time Off, Paid Holidays, Longevity Pay, etc. Specific inquiries about the positions can be made to Lieutenant James Baldwin at (810)600-3274 or Chief George Sippert at (810)600-3277.

The Charter Township of Flint Police Department has an authorized strength of 45 full time police officers and fourteen civilian support staff. The department is headquartered in a state of the art facility which was completed in 2004. The department serves a community of 33,691 residents and a large commercial/retail district.

Applications and job description may be obtained from the Flint Township Police Department at 5200 Norko Drive, Flint, MI 48507 or on the police department's website at **www.flinttownshippolice.org**.

The Charter Township of Flint is an Equal Opportunity Employer.

Charter Township of Flint

CHARTER TOWNSHIP OF FLINT

TITLE: OFFICE II POLICE DEPARTMENT

GENERAL SUMMARY;

A full time clerical position in the Police Department, under the supervision of the Chief of Police and/or his/her designee(s). Performs related clerical, secretary, and record management functions. Duties include technical aspects of record management, data entry, requests for records, transcribing, LEIN, MICR and statistical reporting.

TYPICAL DUTIES:

- A. Answer and process incoming telephone calls.
- B. Performs clerical and office duties necessary to process criminal and non-criminal reports and paperwork related to the maintenance of police records and reports as assigned, including preparation of court documents and monthly reports.
- C. Maintains and operates standard office equipment, included but not limited to computers, transcribing equipment, cash register, typewriters, radios, video monitoring equipment, calculators, and alarm systems.
- D. Processes walk-in traffic which includes, but is not limited to, the taking of complaints, preparing copies of reports for release, answering inquiries related to police functions and referring people to the proper agency and department.
- E. Monitors and orders department office equipment and supplies.
- F. Maintains files and records as required.
- G. Processes requests for payment of departmental bills and maintains files of requisitions.
- H. Controls and maintains a petty cash drawer, cash register, and financial records.
- I. Controls storage and maintains records for evidence and property confiscated by the police which includes cash, narcotics, firearms, cutting instruments, documents and items which may fall under the definition of blood borne pathogens.
- J. Performs confidential reports as required.
- K. ARMS ADMINISTRATION

1. Audit, analyze, correct and evaluate data entry in ARMS for MICR compliance.
2. Generate statistical and analytical reports from data entered.
3. Maintain and optimize system performance with Saginaw County ARMS administrators.
4. Assist with transcription, photo archiving, ticket interface, etc.

L. MICR REPORTING

1. Ensure accurate and timely reporting of MICR data via the ARMS system.
2. Correct MICR errors.

M. RECORDS REQUESTS

1. Freedom of Information request processing.
2. Background and Record checks.
3. CPL license application records.

N. LEIN

1. Operate LEIN
2. Maintain LEIN records
3. Destruction of LEIN records in compliance with law and LEIN rules.

THE ABOVE JOB DESCRIPTIONS ARE INTENDED TO IDENTIFY THOSE DUTIES MOST NORMALLY REQUIRED OF THE POLICE CLERICAL, OFFICE II POSITION. THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN ALL INCLUSIVE LIST OF THE JOB DUTIES TO BE PERFORMED. ADDITIONAL DUTIES MAY BE ASSIGNED OR DUTIES MAY BE DELETED AT THE DISCRETION OF THE CHIEF OF POLICE AND/OR HIS/HER DESIGNEE(S).

MINIMUM SKILLS AND KNOWLEDGE:

1. Have attained the age of 18 years at the time of application.
2. Have a working knowledge of general office software to include Word, Excel, and Access.
3. Have a working knowledge of and demonstrated ability to use Area Record Management System (ARMS) software or a substantially similar police record management system program.
4. The ability to understand and follow directives, either written or verbal.
5. Associates degree in related field required. Management may, at its sole discretion, accept a combination of education and experience for the required degree.
6. Possess excellent verbal and written communication skills.
7. Possess the ability to produce grammatically correct written documents in a standard business format.
8. Possess the ability to perform mathematical equations as may be necessary to complete any analytical requirements of the position.

9. The ability to pass a criminal background check, to include no criminal convictions.
10. Have, or have access to, dependable transportation.
11. Possess a valid Michigan driver's license.
12. Possess the ability to type 55-65 words per minute with 90% accuracy.
13. Must satisfactorily complete all training and pass all testing required of the position.
14. Possess sufficient statistical data analysis ability and/or experience to provide meaningful analysis of crime data.

ESSENTIAL JOB FUNCTIONS:

1. Must be able to sit for extended periods of time.
2. Must be able to climb stairs, bend, and/or lift and carry at least 25 pounds.
3. Must possess the physical capacity to operate office equipment including, but not limited to, computers, calculators, type writers, copy/ FAX machines, and telephones.
4. Must be able to hear and comprehend personal and telephone conversations in English.

**CHARTER TOWNSHIP OF FLINT
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

PERSONAL INFORMATION

DATE _____

Name

Last

First

Middle

Present address

Street

City

Zip

Phone Number

Are you 18 years or older? Yes No

**Are you prevented from lawfully becoming employed
in this country because of visa or immigration status? Yes ____ No ____**

Social Security Number

EMPLOYMENT DESIRED

Position

Date you can start

Salary Desired

Are you employed now?

May we contact your present employer?

Have you ever applied to this company before?

When?

Referred by

EDUCATION

Name and Location of School

Years Attended

Graduate?

**Grammar
School**

High School

College

**Trade or
Business**

GENERAL

Subjects of Special Study or Research _____

Special Skills _____

US Military Service _____ **Rank** _____

Present Membership in National Guard or Reserves _____

FORMER EMPLOYERS (List below starting with last one first. Attach additional lists if necessary)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

Which of these jobs did you like the best? _____

What did you like most about this job? _____

REFERENCES

Give the Names of three persons not related to you whom you have known for at least one year

Name	Address	Phone Number	Title	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In case of Emergency Notify _____
 Name Address Phone No.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE TOWNSHIP'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT EITHER MY OR THE TOWNSHIP'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE TOWNSHIP. I UNDERSTAND THAT NO TOWNSHIP REPRESENTATIVE OTHER THAN IT'S CHIEF OFFICIAL AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CHIEF OFFICIAL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING:

DATE _____ **SIGNATURE** _____

CHARTER TOWNSHIP OF FLINT
Authorization to Release Information

Note: Submitting an incomplete or illegible form will result in the application being rejected.

I hereby request and authorize you to furnish the Charter Township of Flint Police Department with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if request. The information will be used for the purpose of determining my eligibility for employment with the Flint Township Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of the Flint Township Police Department.

This area to be completed by applicant:

Applicant's Name: (Print) _____

Address: _____
Street Number and Name City State Zip How Long

Social Security No.: ____ - ____ - ____ Date of Birth: ____ - ____ - ____

Other Names You Have Used: _____

Applicant's Signature: _____