

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

**Position Covered:**

**ADMINISTRATIVE AIDE**

**CRIMINAL INVESTIGATIONS DIVISION**

**Basic Description:** (A short narrative describing the position and responsibilities.)

This position involves extensive clerical and record keeping work with responsibility for tasks unique to the division assigned such as payroll responsibilities, taking minutes at meetings, purchasing supplies, etc. Work includes the operation of standard office equipment and computer databases. Incumbent must deal with all levels of City employees and the public with tact and courtesy. Duties are performed proficiently with minimal supervision and independent judgement is required.

It is the responsibility of the member to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

**TYPICAL DUTIES**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Verifies accuracy of payroll sheets and submits to supervision and/or completes data entry.  
Take minutes at staff meetings; transcribes from notes.  
Prepare requisitions, purchase orders, work orders.  
Fields telephone calls; runs errands for supervision.  
Prepare reports and maintains required files and records.  
Training of department employees as assigned.  
Process and maintains solicitor permits.  
Perform related clerical/field work as required.  
Maintain agency vehicle registration files.  
Maintain and update victim and witness rights notification documents as required by law.  
Word Processing and transcription from tapes, reports, interview recordings, undercover operative tapes, data entry, etc.  
Internet review, sexual offenders/predators, background information, suspect profiles.  
Research pertinent databases to locate/identify suspects.  
Information retrieval, reports, data, names, case numbers, court dispositions, statistical data.  
Copy, file, follow-up, updating master case log file.  
Prepare monthly statistics for reports.  
Prepare subpoenas for phone records, bank records, investigative documents, etc.  
Comply with public records requests.  
Perform crime analysis to aid in on-going investigations.  
Assist department clerical divisions as needed.  
Maintain outside agency contact database and media contact distribution lists.  
Utilize FCIC/NCIC/FINDER/BULLET databases and maintain all certifications.  
Disseminates intelligence bulletins and press releases.  
Maintain confidentiality of on-going criminal cases.

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

**Originator Init.** \_\_\_\_\_ **Reviewer Init.** \_\_\_\_\_ **Chiefs' Approval** \_\_\_\_\_ **Date** \_\_\_\_\_ **Page** 1

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**MINIMUM QUALIFICATIONS**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

**EDUCATION AND/OR EXPERIENCE:**

High school graduate or equivalent diploma plus three years' office experience required.  
A combination of education and experience may be considered.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of business English, math, computers databases, and standard office practices and procedures required.  
Ability to make arithmetical computations and tabulations rapidly and accurately.  
Ability to maintain complex clerical records and to prepare reports from such records.  
Ability to understand and follow oral and written instructions.  
Ability to prepare effective correspondence, and to perform routine office management details without referral to supervisor.  
Ability to establish and maintain effective working relationships with superiors, other employees, other agencies, and the general public.  
Ability to work independently and complete assigned tasks by stated deadlines,  
Ability to use a, computer, Microsoft Office products, (Word, Excel, Outlook) typewriter and calculator.

**SPECIAL REQUIREMENTS:**

Incumbent may be required to attend evening meetings depending on operational requirements.  
Depending on assignment, possession of a valid Florida Operator's License.  
FCIC/NCIC Certifications  
Notary Public

**PHYSICAL REQUIREMENTS:**

Ability to sit/stand for extended periods of time. Requires bending, stooping, and infrequently lifting up to 25 pounds when filing or delivering materials. Ability to communicate verbally in person and on the telephone.  
Eyesight and hearing correctable to normal ranges.

**MINIMUM REQUIREMENTS**

Must be at least 18 years of age.  
Must be a United States citizen.  
Must possess a valid Florida State Drivers License.  
Must not have been convicted of a felony.  
Must not have been convicted of a misdemeanor involving moral character or as deemed inappropriate by F.D.L.E. standards or the Chief of Police.  
Must not have been released or discharged under dishonorable conditions from any of the Armed Forces of the United States.  
Must pass drug screen.  
May be required to successfully pass a written examination and/or oral review board