

City of Barnwell
Barnwell Police Department - Support Specialist

Job Title: Support Specialist
Department: Police Department
Reports To: Police Chief/Captain or other designee
FLSA Status: Non-Exempt
Prepared By: HR
Prepared Date: 05/26/16
Approved By: Chief
Approved Date: 03/06/19

Summary Full-time Position Prepares, screens, routes, files, and distributes Police Department reports and records by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Collect, review, code and enter all incident, arrest/booking and supplemental reports according to state and national standards for classifying, coding and reporting etc.

Review all SCIBRS and NIBRS coding, back-up all data and submit monthly IBR submission to Sled before the 15th of every month.

Ensure Police-Pak or other required software availability for all Police Officers, Captains, Investigators and Chief of Police.

File complete incident reports, to include original incident, arrest/booking and all supplemental reports.

Provide any/all documentation support for all Police Officers to include proper paperwork collection; i.e. incident reports, supplemental reports, traffic/accident reports and Rule 5 data for attorneys and court proceedings.

Log all False Alarm Reports for a quarterly report (if necessary)

Provide monthly incident reports, upon request, to Housing Authority for Litchfield Apartment Complex, and Barnwell Arms Complex.

Provide monthly documentation reports to Chief of Police for City Council Meetings.

Provide Solicitor, Public Defender and DJJ with weekly copies of required incident and arrest/booking reports.

Provide weekly arrest reports to newspaper.

Provide victims and/or suspects copies of incident/accident reports upon request.

Support Barnwell Police Department with any/all incoming calls or complainants requiring services from the BPD.

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Provide any support/documentation to Chief of Police for grant applications.

Order supplies and/or call for maintenance on all office equipment.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical & Problem Solving - Collects and researches data. Gathers and analyzes information skillfully; Works well in group problem solving situations.

Customer Service & Interpersonal Skills - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance. Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

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Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of systems used in Police Procedures, written reports, etc and any one of the following helpful systems: i.e. Contact Management systems; Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid SC Driver's License

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Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Background Investigation and Employment Drug Testing Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. Must complete and pass CJIS level 2 certification. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.