



Job Description

Job Title:	Time Agency Coordinator	Department:	Police Department
Reports To:	Administrative Assistant/Office Supervisor	Classification:	Non-Represented
Wage:	Salary Grade E	Date Issue:	01/2018

Position Summary

Manage and/or coordinate the Time System program (certification required), validating records throughout the department and training department personnel as needed. Responsible for Time System audits and compliance through the development and/or maintenance of a policy and procedure manual. In addition, perform all duties of a Records Specialist Clerk. Hours of work may include weekends and holidays.

Essential Duties & Responsibilities

1. Performs all duties of Records Specialist Clerk desk functions.
2. Responsible for the biennial TIME audit.
3. Ensures the department has an updated TIME system policy and procedure manual.
4. Oversees validation and ensures all personnel are certified.
5. Validate records to include warrants, writs, stolen guns, vehicles, license plates.
6. Act as second Validation Officer on above records.
7. Provide all personnel with required TIME certification and/or Security Awareness Training. Register students and add/remove/modify department personnel on TRAIN roster of personnel.
8. Perform criminal justice employment checks for potential police applicants, VIPS, cleaning personnel, interns, as well as check current sworn personnel on a yearly basis for any arrests using the purpose code of "J" for criminal justice employment.
9. Run criminal history checks on subjects prior to release of firearms back to them.
10. Performs related work as assigned.

Qualification Requirements

1. A thorough knowledge of office methods, practices and data processing equipment.
2. Ability to learn the laws, ordinances, and regulations with respect to functions performed within three months.
3. Ability to keyboard at a speed of at least 60wpm with no more than seven (7) errors as demonstrated in pre-employment testing examinations; language arts, business mathematics, clerical time accuracy test, etc.
4. Solid knowledge of personal computers; advancement in knowledge or skilled in Microsoft Word, Excel and PowerPoint, and proficiency in the three (3) applications, including, but not limited to, CRIME and Spillman.
5. Skill in handling difficult and complex office situations.
6. Ability to exercise good judgment, courtesy and tact in receiving office calls and making proper disposition of problems.
7. Ability to maintain effective relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
8. Ability to keep accurate financial records and make reports.
9. Ability to handle sensitive matters on a confidential basis.

Education and/or Experience:

High School diploma or a GED Certificate recognized by the Wisconsin Department of Public Instructions and at least four (4) years of progressively responsible typing and clerical experience. Ability to become Wisconsin Time System certified within six (6) months and to be re-certified every two (2) years.

Pre-Employment

Job offers for this position is contingent on the individual successfully pass an extensive background check and drug test.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.