

**Job Objective (Purpose of the position):** Under the direction and supervision of the Chief of Police, Lieutenant and/or Police Supervisor, the Police Specialist provides varied and complex functions and administrative support.

**General Definition**

This is specialized work directly supporting police line operations. Duties will include evidence management, warrant management and other law enforcement support duties. A police specialist will perform necessary administrative and clerical functions as directed and will assist in maintaining the Department's social media pages. Applicants must be proficient in Microsoft Word, Excel, Power Point and Outlook, and have knowledge of standard office procedures.

**Supervision Exercised**

None

**Supervision Received**

Under the close supervision of the Chief of Police and his designee.

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**Work Schedule**

The employee in this position is required to work weekdays from 8:30 AM to 5:00 PM for a total of 37.5 hours per week. The employee is not normally required to work more than scheduled.

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**Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)**

- Interface with police/criminal reporting systems such as CLEAN, JNET, MDT, ALEIS, and Ready MONTCO.
- Manage the criminal case management function of the department, including but not limited to cataloging police documents, video & police camera evidence, and statement forms, tracking evidence to and from a lab for analysis, monitoring the status of court dispositions and ensuring case documents, evidence, and items in the custody of the police department are accounted for and properly documented within the case folder.
- Act as the Police Department's Open Records/Criminal History Record Act (CHRIA)/Right to Know Officer.
- Manage warrant requirements in accordance with Rule 600 regulations; including interacting with District Court, keeping updated information in the warrant file, and distributing warrant information to police department personnel.
- Act as the agency DUI task force liaison with the assigning of officers of the task force to DUI check points and be available to coordinate events with other supporting agencies being held within the township.
- Assist all units including police administration, patrol and detectives with investigations and special projects as needed or requested.

**DEPARTMENT: POLICE**

**JOB CATEGORY: OFFICE & CLERICAL**

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- Maintains the Uniform Crime Reports and Criminal History Records of the police department and ensures that all required crime reports are properly prepared and submitted in a timely fashion to the Pennsylvania State Police and the FBI. Maintains the permanent records of all criminal offense reports, arrest reports, and case folders, in the police department's records room.
- Coordinates community policing programs and public relations, including administration of the Department's social media pages, drafting of public service announcements, and ordering of promotional items.
- When necessary, and in the absence of a police officer, process individuals using the Live Scan fingerprinting system as well as the Commonwealth Photo Imaging Network (CPIN).
- Handles lobby reception and telephone answering and forwarding duties as needed.
- Establish and maintain effective working relationships with management, co-workers, other departments, elected officials.
- Perform related duties and responsibilities as assigned.

**Essential Knowledge and Abilities**

- Able to accept and follow orders and instructions of supervisor(s) and conduct job functions within established standards with or without direct supervision.
- Knowledge and ability to use police record keeping procedures as well as the Pennsylvania State Police CLEAN system, CLEAN/NCIC functions through JNET, UCR / NIBRS, JNET / Facial Recognition Software, CPIN, ALEIS, and other Law Enforcement related applications.
- Working knowledge of municipal administrative functions and occupational hazards and safety practices and procedures.
- Proficiency and experience using Microsoft Word, Excel, Power Point, and Outlook programs.
- Ability to maintain confidentiality of information.

**Physical Demands**

- Ability to sit and/or stand frequently for prolonged periods of time.
- To occasionally function in activities involving walking, bending, squatting, reaching, and climbing stairs.
- Ability to see and hear clearly and speak intelligibly.
- Ability to see and perform visual activities such as close paperwork, using a computer monitor, reading, and writing.

**Minimum Education, Training and Experience Required**

- High school diploma or GED and five years of increasingly responsible administrative support work.
- Minimum two (2) years of prior Law Enforcement / Criminal Justice / Public Safety experience preferred.
- Working knowledge of the court's filing protocols used by Montgomery County District Courts and the Courts of Common Pleas.
- Must possess a valid Pennsylvania Driver's License

**SPRINGFIELD TOWNSHIP**

MONTGOMERY COUNTY, PENNSYLVANIA

**JOB TITLE:** Police Specialist

**DEPARTMENT:** POLICE

**JOB CATEGORY:** OFFICE & CLERICAL

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**Job Location (Place[s] where work is performed)**

Springfield Township Administration/Police Building located 1510 Paper Mill Road in Wyndmoor, Pennsylvania 19038.

**Equipment (Examples of machines, devices, tools, etc. used in job performance)**

Standard office equipment, including but not limited to computers, MS Office software, desktop publishing software, website software, fax, photocopier, phone system, geographic information systems, etc. Knowledge of police/criminal justice reporting systems such as 911 MDC System, Net Viewer Operations, CLEAN, JNET, MDT, ALEIS, and Ready MONTCO.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_