



CITY OF HAMILTON, OHIO
invites applications for the position of:

Police Civilian Employee

SALARY: \$20.60 - \$26.44 Hourly
\$3,570.67 - \$4,582.92 Monthly
\$42,848.00 - \$54,995.00 Annually

OPENING DATE: 08/22/17

CLOSING DATE: 09/08/17 05:00 PM

GENERAL DESCRIPTION:

An eligibility list for the Police Civilian Employee classification will be established via an open non-competitive recruitment.

This is responsible civilian police work performing a variety of specialized administrative, technical, scientific and/or administrative support functions for the City's Police Division as assigned. The work is performed under the general direction and supervision of designated Police personnel. Considerable leeway is granted for the exercise of independent judgment. The nature of the work requires an employee in this class to work directly and closely with sworn Police Officers, supervisory police personnel, and the general public on a regular and recurring basis.

ESSENTIAL JOB FUNCTIONS:

- Logs and stores all property held for various purposes in the police Property Room;
- Assists in the maintenance of departmental equipment and property;
- Handling and storing contaminated property and evidence;
- Disinfecting contaminated property;
- Assists in the maintenance and management of departmental equipment, property, vehicles, building and grounds;
- Accountability for all property received by, or stored in, the property storage areas;
- Maintaining property records in the departmental computer system and on the Property Log;
- Releasing property that has been entered into the Property Log;
- Responsibility for the proper intake and processing of drugs and vice-related evidence;
- Setup, management, and maintenance of IT-related systems and equipment
- Setup, management, and maintenance of network and system security and computer databases
- Setup, management, and maintenance of servers, personal computers, printers, routers, switches, firewalls, phones, personal digital assistants, smart phones, and software deployment.
- Coordinates the department's crime prevention efforts, including neighborhood watch programs, safety training, and public presentations;
- Handles public affairs, including public relations and media relations;
- Serves as a speaker's unit, promoting crime prevention and the department' efforts;
- Encouraging citizen participation in reducing crime;
- Overall responsibility for the department's community involvement function;
- Participating in "Career Days" and "Recruitment Seminars";
- Coordinating crime prevention programs;
- Acting as a liaison with community groups;
- Handling telephone calls regarding vacant home checks;
- Providing security recommendations;
- Acting as Public Information Officer during natural and man-made disasters or civil disturbances;
- Conducting telephone reporting
- Performs other related duties as assigned by the Services Division Commander

SKILLS/KNOWLEDGES/ABILITIES:

- Thorough knowledge of computer software applications within the Police Division;
- Thorough knowledge of established department record-keeping procedures and practices;
- Thorough knowledge of police forms, terminology and records;
- Thorough knowledge of department functions, procedures, policies and organization;
- Good knowledge of state and federal police record-keeping and reporting requirements;
- Good knowledge of business arithmetic, statistics and English composition and spelling;
- Skill in the original composition, editing, proofreading and final preparation of written materials;
- Skill in the assembly of numerical data and production of statistical reports;
- Ability to type and enter data on a computer at a reasonable rate of speed;
- Ability to establish and maintain clerical records and files and to prepare written reports from such information;
- Ability to perform work with speed, accuracy and attention to detail;
- Ability to make decisions in accordance with established policies and procedures;
- Ability to independently solve problems within assigned areas of responsibility;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel and the general public;
- Ability to communicate well with others, both orally and in writing.

TRAINING/EDUCATION/QUALIFICATIONS:

Minimum Qualifications:

- 21 years of age minimum
- Possession of a valid driver license [VERIFIED FOR FINALIST(S)]
- Successful Completion of Background Investigation
- Successful Completion of Polygraph
- Experience with Windows based software such as Word and Excel
- Ability to testify in court when necessary

Other Applicant Preference:

- Previous Law Enforcement Experience

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hamilton-city.org>

Position #00020
POLICE CIVILIAN EMPLOYEE
JC

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