# VALLEY NARCOTICS ENFORCEMENT TEAM UNIT OFFICE MANAGER

Position Inventory Number:	
Classification Specification: _VNET Office Manager	
Salary Range:NTFOMP	
Position Description: <u>VNET Office Manager</u>	
Incumbent:	
Location: Police Department (Grant Funded Position)	
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#### **GENERAL PURPOSE:**

Under the direction of the Unit Supervisor, coordinate, prepare research and perform complex administrative office coordination to assure smooth, timely and efficient office operations for the Valley Narcotics Enforcement Team.

Work is characterized by technical, secretarial and administrative duties in support of Task Force operation and projects. Duties generally include, but are not limited to, typing confidential documents, correspondence, financial, statistical or narrative reports; research, collect, analyze and compile data and information for inclusion in reports; filing and routing of documents, scheduling appointments; assisting with grant and budget development related to the Task Force operation, program and expenditures. Incumbent is required to use independent judgment on administrative projects and have extensive knowledge of Police Department policies, procedures and responsibilities. Incumbent is frequently involved in confidential and sensitive issues requiring the exercise of confidence, tact, patience, and courtesy.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists employee with unusual situations, which do not have clear objectives or precedents. Employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

#### **ESSENTIAL DUTIES & RESPONISBILITIES:**

Perform complex administrative office coordination related to the Task Force; serve as administrative support relieving the Unit Supervisor of administrative details and technical duties; compose, prepare and type a variety of correspondence, memos, reports and other materials; and prioritize duties and assignments to ensure efficient and effective workflow.

Assist the assigned Deputy Prosecuting Attorney in preparing forfeiture hearing files, schedule hearings, track seized property and moneys, and following timelines. Prepare and send appropriate notices and orders; prepare and process Default Orders; assist in preparing illustrative exhibits; notarize documents; prepare documentation at the direction of the Prosecutor; and transcribe forfeiture hearing proceedings.

Compile warrant information, results, and statistical data used for performance evaluations for the Task Force to maintain the Justice Assistance Grant through Community Trade and Economic Development a Federal Grant.

Conduct research applicable to criminal investigations using Department of Licenses, King County records and other data base at direction of detectives.

Conduct a variety of studies involving programs, systems, operations, special need, issues of activities of the Task Force; research, analyze and prepare recommendations or conclusions on assigned products.

Assist in the preparation of the unit budget, verify the accuracy of budget information, and monitor budget expenses. Maintain fund balances; prepare requisitions, expense claims and fund transfers; verify vouchers for payment; verify invoices; order supplies and equipment; prepare a variety of statistical, financial, and narrative reports and records as necessary.

Research and coordinate requirements, statistics, and trends for annual grant application process; prepare grant application for review and approval.

Develop and prepare specifications for unit projects, contracts with Federal agencies (DEA, IRS, US Treasury Department) and purchase all task force equipment.

Research and organize data for preparation of monthly, quarterly and annual reports, special projects or programs.

Transcribe recorded reports, letters, and undercover wire recordings.

Prepare monthly report for Executive Board, Attend Executive Board meeting. Keep executive board meeting minutes, prepare and report monthly budget at meeting.

Assist in the financial analysis of bank records and the creation of spread sheets and record keeping at search warrant scene.

Create and maintain a variety of confidential files, reports, forms and records including but not limited to case files, CI files, and billing to all parent agencies for overtime and equipment inventory.

Perform a variety of technical duties related to law enforcement, including dissemination of criminal and civil records, correspondence, filing and report entry, civil papers and record for department use; prepare cases for filing in court.

Serve as Terminal Agency Coordinator for State ACCESS system, ensuring other members are certified and in compliance with requirements for use.

Operate State teletype and ACCESS terminals; fax machine, computer word processing, data entry and spreadsheet programs, transcription equipment, calculator, copier, shredder, typewriter, multi-line telephone.

Become familiar with, follow, and actively support the mission, vision, values, and behavior statements of department and the City.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

Perform thorough pat-down searches of same-sex confidential informants before and after controlled purchases of narcotics.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Law enforcement office procedures and equipment
- Task Force functions, activities, procedures and Manual
- Financial and statistical record-keeping techniques
- Records management, dissemination and public disclosure laws
- Basic budget preparation and control techniques
- Research, data collection and compilation techniques
- Accounting and record-keeping methods and techniques
- Computer software programs and other office equipment operation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- City organization, operations, policies and objectives
- Applicable laws, codes and regulations
- Interpersonal skills using tact, patience and courtesy

#### SKILLED IN:

- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures and equipment
- Operating a computer terminal to enter data, maintain records and generate reports
- Maintaining financial accounting records
- Preparing, monitoring and controlling budget
- Tape transcription and operation of office equipment
- Typing accurately from clear copy and recordings

Pat-down search procedures

#### **ABILITY TO:**

- Plan and organize assigned tasks
- Evaluate and recommend improvements in operations, systems, procedures, polices and methods
- Research and analyze data and information and develop, evaluate and present alternative recommendations
- Present ideas and concepts clearly and concisely
- Communicate effectively both orally and in writing
- Understand and work within scope of authority
- Read, interpret, apply and explain laws, codes, rules, regulation, policies and procedures, dissemination and public disclosure laws
- Work confidentially with discretion
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction

### EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED) or equivalent;

supplemented by two years of college level course work or training in public or business administration, office management, administrative assistance/secretarial training, police science or a related field; and

Experience: Three (3) years increasingly responsible administrative/secretarial

experience.

Or: In place of the above requirements, the incumbent may posses any

combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

## LICENSES AND OTHER REQUIREMENTS:

- Successful completion of a polygraph examination
- Thorough background investigation are required for employment.
- ACCESS/WACIC certification,
- Valid Washington State Driver's License.

## MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, VCR, power point, projector and other office equipment appropriate to the position.

Standard and specialized hand and power machines, tools and equipment used in the Police Department including, but not limited to, display boards.

### 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 for extended periods of time; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### WORKING CONDITIONS:

SIGNATURES:

Work is performed in a typical office environment, often working alone, subject to multiple interruptions from telephone calls, interoffice activities and walk-in employees. Incumbent may be exposed to individuals who are irate or hostile over the phone. The noise level in the work environment is usually moderate. The work requires driving to pick up daily mail and occasional supplies.

Incumbent's Signature	 Date	Supervisor's Signature	 Date
Approval:			
Department/Director Designee	Date	Employee Services Director	Date
Revised: 03/07/08			