



## **SECRETARY OF INVESTIGATIONS DIVISION (Full-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated **Secretary of Investigations Division** who will report directly to the Lieutenant and Sergeant of the Investigations Division. The **Secretary of Investigations Division** is a civilian employee position functioning within, and responsible to, the Investigations Division of the Police Department. Special emphasis is placed upon duties pertaining to the Records Management Computer System, report generation. The incumbent will also perform a variety of other tasks.

The **Secretary of Investigations Division** will be responsible for (including, but not limited to):

### **Essential Job Functions:**

- Compile and enter all criminal arrests, incident report information, and pertinent data into the Police Department database system and ensure case file quality control.
- Process juvenile arrests and maintain juvenile disposition files.
- Scan documentation or evidence material to be attached into the police database system.
- Create PDF case file packets for distribution to county offices.
- Email completed case file data to County D.A. Office prior to formal arraignment hearings.
- Function as clerical liaison between the Investigations Division and the Records Division.
- Access web portal daily to check for pending lab reports.
- Attach lab report to database and forward lab report information to officers via email.
- Provide district courts with quarterly spreadsheets for scheduling officers' preliminary hearings.
- Monitor preliminary hearing notice information and distribute notices to officers.
- Submit DUI refusals and medical exam forms to PennDOT.
- Contact officers regarding immediate district court hearing changes or notices.
- Contact officers regarding MCES Building 50 hearings.
- Compile & submit monthly Juvenile PCCD report to Pa State Juvenile Commission.
- Process requests for information from other criminal justice agencies.
- Prepare/pre-type retail theft, disorderly conduct, and civil disobedience non-traffic citations.
- Send AFIS letters to Pennsylvania State Police when needed.
- Maintain the tattoo database for investigative purposes.
- Research incident information for payment of monthly translation services.
- General secretarial tasks for Detective Division.
- Perform other related duties as required.

### **Occasional duties:**

- Police testing information.
- Serve as backup for Records Department when needed.
- Mailroom duties as needed.
- Enter non-traffic citations into a database and create an arrest for the citation in the assigned database field.

**Job Standards, (Minimum qualifications needed to perform essential functions):**

- Understand verbal and written instructions.
- Organize and prioritize workload efficiently.
- Handle highly confidential information tactfully.
- Work well with others.

**Physical Characteristics:**

- While performing the duties of this job, the employee is frequently required to sit continuously and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate office implements and machinery; and reach with hands and arms as well as perform repetitive fine manipulations.
- The noise level in the work environment is moderately noisy.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Minimum Education, Training, and Experience Required:**

- Graduation from a high school or GED equivalent, and one (1) year of related experience, or any equivalent combination of related education and experience.
- Some experience in Microsoft Word, Excel, and general clerical functions.
- Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

**Knowledge, Skills, and Abilities:**

- Knowledge:** Knowledge of Police Department Records Management System.  
Knowledge of standard English, spelling, punctuation, and mathematics.  
Knowledge of standard office practices.
- Skills:** Skill in using Microsoft Word and Excel software applications.
- Abilities:** Ability to accurately input critical information into the Records Management System.  
Ability to understand and follow verbal and written instructions.  
Ability to communicate effectively on the telephone.  
Ability to handle confidential information.  
Ability to maintain effective working relationships with other employees and the general public.

**How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting : [Application-UMT-Employment.pdf \(umtownship.org\)](#) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled.

**Applications will be accepted until 5:00 PM, Friday, August 13, 2020**