

**TOWN OF ELKTON  
JOB DESCRIPTION**

**Office Associate III**

Department:	Elkton Police Department	
Reports to:	Support Services Lieutenant	
Classification:	Full-time, Non-exempt	
Grade:	Grade 5	Revision Date: August 4, 2016

**JOB SUMMARY:**

The Office Associate position is that of an administrative staff upon which the public depends, which is developed to a high degree of efficiency and administered in such a manner as to assure the approval and respect of the public. The Office Associate enters data into a records management system accurately and in a timely manner. The position is the primary point of contact for the police department. There are two 12-hour shifts day and night shift. We will be filling the night shift from 8 p.m. to 8 a.m.

**ESSENTIAL FUNCTIONS:**

Responsible for processing all paper work. Enter into NCIC missing person reports, code and score if needed for UCR, distribute and process per policy.

Enter all information into records management systems and process all accident reports.

Acts as an information center or resource person for both the public and sworn personnel. Screens and directs all incoming calls to appropriate person or location. Directs all visitors to appropriate location.

Accurately complete and search in-house database for background checks according to Maryland Law.

Maintain and update operation files in the Records Room and the Department Archives Files.

Provide accident reports to the public and insurance companies. Provides the courts with all requested documents. Conduct database searches to identify and confirm specific incidents when a case number is not known.

Act as a central repository for records information and requests. Deliver messages to appropriate personnel. Provide records documentation needed by officers for court in a timely manner.

Make computer inquiries and interpret information received from various agencies via the computer. Inquiries of these databases may include checks for wanted persons, missing persons, stolen vehicles, driver's license and history information.

Enters, removes all records and maintains files in accordance with NCIC, CJIS, NLET rules, EPD procedures and State Law.

Verifies outstanding warrants upon request.

Maintain files for motor vehicle impounds, warrants, summonses, and all entries into CJIS/NCIC. Requests certified driving records when requested by sworn personnel.

Offense Reports, Incident reports, Civil and Criminal Citations must be coded and scored according to UCR standards, enter arrest and stolen and recovered property information, distributed per policy.

Generate monthly UCR.

Code and score DWI arrests for UCR, distribute to SAO and file.

Process and enter into records management system all traffic citations, warnings, and safety equipment repair orders.

Transfer arrest photos from the photo disc and enter into corresponding names file in the records management system.

Maintain and accurately update log book and court calendar. File notices in appropriate folders. Maintain court calendar, log in court book notifications for Police Officers and the Parking Enforcement Officer.

Process motor vehicle impounds through final disposition of vehicle.

Process expungement orders received from the Courts.

Monitor cameras surveillance equipment and exercise controlled access to the police station.

Process summonses and warrants.

Monitor radio communications.

Receive and direct alarms for Severn Trent.

Receive and direct after hours sewer and water emergencies.

Perform other duties as instructed and assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Get along well with others, including employees, public, elected officials and supervisory staff all while using discretion, tact, and courtesy.

Maintain the confidence and trust of peers, superiors and general citizenry.

Maintain regular and predictable attendance.

Adjust whenever necessary to changing work conditions.

Must be able to exercise confidentiality with information both within the Elkton Police Department and outside the department.

Be able to work the majority of time without direct supervision.

**EDUCATION AND EXPERIENCE:**

Minimum high school diploma or GED.

Two (2) years of general business office experience.

**RESERVATION OF RIGHTS**

**The Town of Elkton reserves the right to amend and/or otherwise change the provisions, wording or any information included in this job description at any time, not inconsistent with law. The position of Office Associate is “at will” and acceptance of this position does not represent an expressed or implied contract of employment for any duration.**

**Persons interested in applying should view the full job description on the Town of Elkton website and submit a completed Town of Elkton application to: Town of Elkton, Attn: Human Resources, 100 Railroad Avenue, P. O. Box 157, Elkton, MD 21922; or by fax at (410) 398-3792; or by email at [human.resources@elkton.org](mailto:human.resources@elkton.org).**

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