

## **Police Office Assistant**

### **Qualification Recommendations:**

High School is eligible, but a college degree is preferred

Competent Computer Skills, to include Microsoft Word, Excel and Power Point

SRMS – Premier One Reporting Systems, LEIN Systems, MICJIN Systems and MCOLES Operations

### **Duties:**

Assist with inventory and maintain proper and credible property room records in SRMS – Premier One

Assist with management and maintenance of the body cam and in car camera systems

Assist with Proper MICR compliance through the current reporting systems

Prep and maintain LEIN logs and LEIN Computer entry, assist with LIEN Tac and preparation for LEIN Audits

Maintain Proper MCOLE records and assist with audits

Manage day to day operations such as filing, preparing warrant packets, answering the phone, meet with the public and assist officers with other administrative duties as assigned by the Chief of Police

### **Hours:**

The expected hours of work is 16 hours a week on average, but must be able to work more if needed.

### **Pay:**

Based on education, certifications and working experience in the listed qualifications section