



VACANCY ANNOUNCEMENT

Job Title:	Administrative Clerk – Detective Division
Opening Date:	February 24, 2025
Closing Date:	Open until filled
Pay:	\$16.86 - \$17.69 per hour depending on experience
Job Type:	Part-time (no benefits)
Department:	Moore Police Department – Detective Division
Location:	Moore Public Safety Center

JOB SUMMARY

Perform general clerical duties in support of the Detective Division at the Moore Police Department, providing information and assistance to the public regarding policies and procedures, and performing data entry, filing, and other clerical duties.

Education and Experience:

- A high school diploma, GED, or equivalent
- Three (3) years of clerical experience (experience in a municipal or other government environment preferred)

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at <https://www.cityofmoore.com/departments/jobs>

NOTE: Selected applicant must pass a background investigation and drug screen.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Administrative Clerk Detective Division

Job Code: 7148
Exempt: No
Department: Police
Reports To: Detective Department Head (Lieutenant)
Location: Police Administration Office
Date Prepared: January 13, 2016
Date Revised: February 11, 2016

GENERAL DESCRIPTION OF POSITION

To perform general clerical duties in support of an assigned department; to provide information and assistance regarding policies and procedures; to perform responsibilities for the assigned department including answering telephone lines and routing calls, data entry, filing, typing and other clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer the telephone and provide assistance to the general public and city staff and officials; provide information on departmental and city policies and procedures as required. This duty is performed daily, about 30% of the time.
2. Transcribes taped interviews word for word for Detectives. This duty is performed monthly, about 10% of the time.
3. Prepare monthly UCR report to be sent to OSBI. This duty is performed monthly, about 10% of the time.
4. Complete juvenile and adult arrest reports. This duty is performed daily, about 5% of the time.
5. Provide efficient and courteous customer service to individuals contacted in the course of work; process or refer questions, complaints, and requests for information as necessary. This duty is performed daily, about 10% of the time.
6. Collect, process, and distribute correspondence and other materials within the department; complete standardized forms relating to assigned area. This duty is performed daily, about 5% of the time.
7. File documents and reports in an organized manner according to department specifications; categorize, organize, file, and retrieve departmental or divisional records; process and maintain department or division records and reports. This duty is performed daily, about 5% of the time.

8. Operate a variety of office equipment including telephone, computer, copy machine, or other equipment related to duties. This duty is performed daily, about 20% of the time.
9. Perform a wide variety of general secretarial work including typing forms, memoranda and letters; maintaining accurate and detailed files and records; verifying accuracy of information and researching discrepancies; and record and file information. This duty is performed daily, about 5% of the time.
10. Good attendance is required. This duty is performed daily.
11. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
12. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
13. Assist those in the course of duty in an effective, efficient and professional manner. This duty is performed daily.
14. Relieves Records department when needed. This duty is performed as needed.
15. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Fundamental principles and procedures of record keeping
- Operations, services, and activities of assigned department
- Policies and procedures of filing
- Pertinent federal, state and local laws, codes, and regulations
- Office equipment, computers and word processing, database and spreadsheet applications

Ability to:

- Interpret and explain department policies and procedures
- Type or word process at a speed necessary for successful job performance
- Enter a variety of data and information into assigned computer program
- Respond to citizen inquiries politely
- Operate and use modern office equipment
- Accurately deal with difficult dictation
- Understand and carry out oral written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of clerical experience required

Education:
A high school diploma, GED, or equivalent.

License or Certificate:
Possession of or ability to obtain, valid Oklahoma driver's license may be required

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens; working closely with others

Physical Conditions:
Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; manual dexterity required. Must be able to perform attached essential job functions.

Task Description

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (10 lbs)

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (10 lbs)