

Position Title: **Police Civilian Support Staff (Part-Time)**

Supervisor: Criminal Investigation Lieutenant

Hours of Work: The Police Civilian Support Staff has a flexible work schedule of no less than 3 days per week but up to thirty (30) hours per week. The employee will receive a 30 minute, unpaid meal break. Regular hours for assigned shift will be 8:30AM to 5:00 PM.

Place of Work: The Police Civilian Support Staff is based at the Township Municipal Building/Police Station, 230 S. Sporting Hill Road.

General Description: The Police Civilian Support Staff shall be responsible for clerical duties and various police administrative and auxiliary tasks.

Essential Functions: Provide information and/or direction for visitors and incoming telephone calls. Provide information to the public concerning various departmental programs and services.

Dispatch police calls and maintain proper radio procedures in accordance with the Cumberland County 9-1-1 Communications SOP.

Assist in preparing and mailing departmental correspondence, oversee police report requests, document and ensure the proper distribution of monies for reports and fines.

Help maintain the department's records management system to include criminal case files, juvenile files, arrest files, parking fines, parking permits, false alarm violations.

Assist in retrieving and entering police data utilizing the Pennsylvania Crimes Information Center, MAGLOCLEN, RISS, Jnet, NCIC and CLEAN systems.

Archive old files utilizing Laser Fiche. Assist the Department with cNET entries, to include citations, dispositions and incident reports.

Operate office equipment to include typewriter, PC, copier, FAX Machine, postage machine, security recorders and cameras.

Assist with the Police Department's monthly and annual reports. Assist the Department with crime/incident analysis and statistics.

Maintain the warrants that are presented to the Police Department from the Magisterial District Judge and keep track of those given to the PA State Constable.

Perform other police administrative and auxiliary tasks as assigned.

Qualifications:

High School Diploma

Practical clerical experience, preferably in a law enforcement environment.

Ability to use personal computer, office equipment and electronic data processing equipment and software.

Good working knowledge of business writing, spelling and grammar.

Ability to communicate clearly and concisely in both verbal and written form.

Ability to perform clerical duties with speed and accuracy without constant supervision.

Ability to obtain and maintain JNET certification.

Knowledge of public relations principles and practices, including a high degree of diplomacy and the ability to deal with people in stressful situations.

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The statement contained herein reflects general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Police Civilian Support Staff (P/T)  
9/19