



Job Vacancy

Crime Analyst/Public Relations Officer Police Department Non-Exempt

Brief Job Description: Under occasional supervision, and performs routine administrative functions including processing incident and booking reports. Provides assistance to others in the department, in the City and the general public in obtaining required information. Serves as the media liaison for the police department; assists media with copies of reports and general police blotter information; consults with the Chief on press releases. Reports to the Chief of Police.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Routinely checks jail book; matches information with incident reports and issues case numbers. Monitors booking and incident reports for errors. Forwards information to Detective Division for further investigation as necessary; prepares and sends monthly incident reports and bookings, executive summaries and year-end summaries to SLED and/or appropriate official.

Documents all traffic reports on a monthly basis for the Chief.

Provides assistance to the judge on a weekly basis.

Responds to requests from victim advocates, insurance companies and lawyers for incident and accident reports.

Performs basic clerical duties to include pulling reports, typing, filing, answering phones, copying reports, ordering supplies, entering information into computer, etc.

Provides the Department of Juvenile Justice with weekly incident reports and bookings that involve juveniles, parent information, and youth service information.

Develops and maintains positive media, community and neighborhood relations; works with all City departments to develop and implement effective marketing and public relations strategies.

Operates basic office equipment to include a computer, copier, multi-line phone system, typewriter, calculator, stapler, etc.

Schedules jury trials,

Corresponds with jail.

Must have TAC certification, and SLED NCIC certification.

Multi-task

Prepare preliminary hearings for Clerk of Court and communicate to solicitor's office

Be able to apply a database warrant system

Completes Training and continue to acquire new knowledge about TAC

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent with five to eleven months of clerical or secretarial experience, preferably in law enforcement, or any equivalent combination of education and experience which provides the required skills, knowledge, and experience. Must be certified in NCIC operation and police communications.

Application for Position: Submit application to croof@chester.sc.gov Employment application located at www.chestersc.gov Employees interested in this job opportunity should submit in writing a request of interest letter to Carla Roof, Human Resources Director no later than 12 noon, Friday, February 7, 2020. The City of Chester is an EOE-H.

Position is subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical