

CITY OF HARDIN, MONTANA

VACANCY ANNOUNCEMENT

Terminal Agency Coordinator (TAC) / Administrative Assistant I to IV

PRIMARY OBJECTIVE OF POSITION: The essential function of the position within the organization is to provide supervisory and administrative support in training law enforcement personnel and maintaining records of the Hardin Police Department. The position is responsible for supervision of administrative staff, planning, training, maintaining records, operating terminals, or assisting ensuring regulation and policy/procedure compliance by staff, communicating with other local and state agencies, and performing related clerical and administrative tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises or assists with supervision of administrative staff, including recommending selection, training, assigning and evaluating work; directs and monitors daily operations of responsibility, fielding employee questions, resolving procedural issues, and resolving issues with other departments and employees as needed; reviews and ensures accuracy of CJIS system entries, and validates accuracy of all driver and criminal history checks; interacts with other agencies, serving as liaison with the Montana Crime Information Bureau (CIB); administers and maintains the departmental CIB/NCIC CJIN services training program and prepares audit documentation for CIB and NCIC, CJIN; maintains records of certification/re-certification; performs duties of terminal operator as required; performs record keeping and validates records such as wanted persons, stolen vehicles or guns, temporary protection orders or missing person records; ensures adherence to applicable policies and procedures for correct dissemination of sensitive information; ensures adherence to correct procedures in the confirmation and entering of records to ensure the arrest of correct persons and recovery of correct property; provides customer service to the public, fielding questions regarding record expungement, and background check procedures and associated costs; and handles and resolves complaints from the public and other agency employees; performs clerical/administrative tasks such as preparing periodic employee performance evaluations, reviewing and correcting record entries and documentation to meet state standards, preparing and justifying equipment orders, or researching policy, state law and federal regulations to assist in establishing guidelines for the agency; attends or conducts staff and other professional meetings to exchange information; and attends technical or professional classes, workshops or seminars to improve technical or professional skills.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

A high school diploma or GED, and prefer one year of college or vocational school education in business management, law enforcement, EMT, computer science or a closely related field. A CID/CJIS training experience and NCIC/CJIN Security and Integrity certification, and a valid State of Montana Drivers License- and four years of related experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salaries DOE: I - IV \$14.38 per hour to \$18.97 per hour DOE

Benefits include: Holiday, Sick, Vacation, Health/Dental/Vision and Retirement

Application Closing Date: Position Open Until Filled

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is a Full – time position; 40 hours per week. Union position available.

APPLICATIONS available: City of Hardin
406 N Cheyenne
Hardin MT 59034
406-665-9260 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN POSITION DESCRIPTION

November 1, 2024

POSITION: Terminal Agency Coordinator (TAC) / Admin. Assistant
DEPARTMENT: Police Department
ACCOUNTABLE TO: Police Commander

SUMMARY OF WORK:

The essential function of the position within the organization is to provide supervisory and administrative support in training law enforcement personnel and maintaining records of the Hardin Police Department. The position is responsible for supervision of administrative staff, planning, training, maintaining records, operating terminals, or assisting ensuring regulation and policy/procedure compliance by staff, communicating with other local and state agencies, and performing related clerical and administrative tasks.

JOB CHARACTERISTICS:

Physical Demands: "Physical demands" refers to the requirements for physical exertion and coordination of limb and body movement.

- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating machines or office equipment.

Sensory Requirements: "Sensory requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

- The position requires normal visual acuity and field of vision, hearing and speaking, including viewing computers screens, etc.

Supervision Received: Work is performed under the general supervision of the Police Chief and independently develops work methods and sequences.

ESSENTIAL JOB FUNCTIONS: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

- Supervises or assists with supervision of administrative staff, including recommending selection, training, assigning and evaluating work.
- Directs and monitors daily operations of responsibility, fielding employee questions, resolving procedural issues, and resolving issues with other departments and employees as needed
- Reviews and ensures accuracy of CJIS system entries, and validates accuracy of all driver and criminal history checks.

- Interacts with other agencies, serving as liaison with the Montana Crime Information Bureau (CIB).
- Administers and maintains the departmental CIB/NCIC CJIN services training program and prepares audit documentation for CIB and NCIC, CJIN; maintains records of certification/re-certification; performs duties of terminal operator as required.
- Performs record keeping and validates records such as wanted persons, stolen vehicles or guns, temporary protection orders or missing person records.
- Ensures adherence to applicable policies and procedures for correct dissemination of sensitive information; ensures adherence to correct procedures in the confirmation and entering of records to ensure the arrest of correct persons and recovery of correct property.
- Provides customer service to the public, fielding questions regarding record expungement, and background check procedures and associated costs; and handles and resolves complaints from the public and other agency employees.
- Performs clerical/administrative tasks such as preparing periodic employee performance evaluations, reviewing and correcting record entries and documentation to meet state standards, preparing and justifying equipment orders, or researching policy, state law and federal regulations to assist in establishing guidelines for the agency.
- Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

GENERAL RESPONSIBILITIES AND REQUIREMENTS:

Data Responsibility: “Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

- Collects, classifies, and formats data or information

People Responsibility: “People Responsibility” refers to individuals who have contact with or are influenced by the position.

- Provides assistance to people to achieve task completion; instructs and assigns duties to coworkers.

Assets Responsibility: “Assets Responsibility” refers to the responsibility of achieving economies or preventing loss within the organization.

- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment of high value or moderate amounts of money.

Mathematical Requirements: “Mathematics” deals with quantities, magnitudes, and forms their relationships and attributes by the use of numbers and symbols.

- Uses addition, subtraction, multiplication, and division; may compute ratios, rates and percents.

Communications Requirements: “Communications” involves the ability to read, write, and speak.

- Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work: “Complexity of work” address the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

- Performs coordinating work involving guidelines and rules with constant problem solving: requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions: “Impact of decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

- Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens.

Equipment Usage: “Equipment usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and as shape, form, and other physical characteristics.

- Handles machines, tools, equipment, or work aids involving moderate latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or custom applications.

Safety of Others: “Safety of others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

- Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Education Requirements: “Education Requirements” refers to job specific training and education required for entry into the position.

- Requires high school diploma or GED, and one year of college or vocational school education in business management, law enforcement, EMT, computer science or a closely related field.

Licenses, Certifications, and Registrations Required: “Licenses, certifications, and registrations” refers to professional, state or federal licenses, certifications, or registrations required to enter the position.

- Requires CID/CJIS training experience and NCIC/CJIN Security and Integrity certification, and a valid State of Montana Driver’s License.

Experience Requirements: “Experience requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

- Requires four years of related experience.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

City of Hardin is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.