City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Support Technician Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PSTS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>PN13</td>
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<tr>
<td>Date Revised:</td>
<td>10/5/2020</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing administrative and technical support to the Divisions within the Police Department by overseeing and assuring accuracy of the data entry of records and statistical data for the Department.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises a total of two or more employees in the Records Section of the Support Services Division.
- Directs, coordinates, and evaluates assigned unit.
- Interviews, hires, and trains employees; plans assign and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Ensures complete and accurate records are maintained by periodically auditing records and data entry of clerical staff.
- Prepares and submits accurate annual statistical data reports to federal agencies; meeting federal standards and guidelines.
- Prepares, transcribes, processes and maintains correspondence, records and files.
- Schedules and prepares documentation for various meetings.
- Performs duties of Police Support Technician as needed.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and three years clerical experience.

**Computer and Administrative Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office© products, New World, ITX software. Ability to perform various administrative tasks including typing at 50 wpm net of error; alpha numeric data entry at 134 kpm net of error; and 10 key data entry at 156 kpm net of error and 95% accuracy at transcription.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Ability to obtain a National Crime Information Center (NCIC) certification within six months from date of hire.
Working Conditions:

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Other Skills and Abilities

Demonstrated knowledge of local, state and federal laws and City ordinances applicable to law enforcement, record keeping procedure and county and municipal accounting, of computer systems and operations, of supervision methods, office practices and procedures, record keeping techniques and business English.