

Job Class Code: 1019	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to coordinate the entry and maintenance of Incident Base Report (IBR) information. The job class is responsible for supervising assigned staff, retrieving and reviewing reports, entering and correcting data, submitting reports, coordinating with staff for maintenance, and assisting with inquiries. The job class works within a general outline of work to be performed; develops work methods and sequences under general supervision. **SPECIAL REQUIREMENTS:** Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.

TYPICAL TASKS

- Supervises assigned staff, including recommending selection, training, assigning and evaluating work, counseling, administering discipline, and recommending termination.
- Retrieves and reviews reports and arrest records in order to enter the information and detect errors.
- Enters IBR information in computer system and corrects detected errors.
- Submits reports to officers for review to ensure accuracy.
- Coordinates with staff and other agencies to maintain IBR data.
- Assists staff with IBR related inquiries and concerns.
- Matches arrest records with fingerprint sheets and files completed reports.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in general office or clerical administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	Virginia Criminal Investigation Network certification

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

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