



LANSING TOWNSHIP POLICE

Position Title: Office Manager

Department: Police Department

Position Type: Full-Time

Compensation: \$37,814.40 to \$51,875.40 at 4 years and a generous benefits package including Medical, Dental and Vision insurance as well as a MERS based pension

SUMMARY:

Under the general supervision of the Chief of Police, the Office Manager is responsible for performing routine support for the department. This involves disseminating information, maintaining filing systems and performing internal administrative support work. This position provides customer service to the general public.

ESSENTIAL JOB FUNCTIONS AND OTHER IMPORTANT DUTIES:

- Maintain confidentiality of extremely sensitive and restricted information
- Provide citizen assistance by fielding questions, concerns and complaints from the general public
- Screen and route incoming calls and messages as necessary
- Manage office supplies and maintain inventory
- Maintain police reports, case files and all other records within office and in archives
- Review citations, accident reports and officer reports for accurate entry into our Records Management System
- Supervise, train and operate all department computer systems, which include the Law Enforcement Information Network (LEIN), Criminal Justice Information Center (CJIC), National Crime Information Center (NCIC), and the State Records Management System (SRMS)
- Responsible for position of Terminal Agency Coordinator (TAC) between the Michigan State Police and Federal Bureau of Investigation to ensure compliance with all LEIN policies and regulations.
- Serve as Freedom of Information Act (FOIA) Coordinator for the department; gather requested documents within required time frames
- Prepare reports, both orally and in writing, as required by department and community members
- Participate in trainings, updating programs and preparing and update policies and procedures as required
- Assign court subpoenas and hearings to officers to ensure timely service
- Serve as Sex Offender Compliance liaison; responsible for verifications and updates; maintain extensive data and files on registered sex offenders and offense reports for non-compliance
- Maintain appointment calendars and court appearance schedules for law enforcement personnel
- Process and complete warrant request packets and send to Ingham County Prosecutors Office

QUALIFICATION GUIDELINES:

Education and Experience

- Graduation from high school or possession of a GED Certificate
- One year of experience in public contact work

Any combination of education and experience that provides the knowledge and skills required is qualifying. Experience performing the accurate input of data or performing clerical or administrative support is highly desirable.

Ideal Candidate

In addition to the above requirements, the ideal candidate should possess the following professional qualities:

- Associate degree or higher in related field
- Willingness to work with potentially disturbing images and content
- Experience performing the accurate input of data, performing clerical or administrative support
- Knowledge of proper telephone and front counter etiquette and ability to communicate effectively and professionally with members of the public
- Ability to understand and adhere to rules pertaining to the confidentiality of law enforcement
- Effective time management and organization skills
- Ability to quickly adjust work priorities to meet changing demands
- Effective oral, written and interpersonal communication skills

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

To be considered for this position, submit a completed application, along with a resume and cover letter to:

Charter Township of Lansing
Attn: Maggie Sanders
3209 W. Michigan Ave
Lansing, MI 48917
-or-
msanders@lansingtownship.org