

APPLICATION FOR EMPLOYMENT

Seymour Police Department
 306 N. Main Street
 Seymour, WI 54165
 Phone (920)833-2366
 Fax (920)833-7133

AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT: PLEASE PRINT IN BLACK INK OR TYPE		DATE:	
DISCLAIMER: Applicants selected for employment are subject to drug testing. An offer of employment is contingent upon evaluation and approval of data received via background checks and drug testing. Date of birth will be required for background investigation upon conditional offer.			
Title of Position Applied For:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Name		Res. Phone	
Address (Street)		Bus. Phone	
(City, State, Zip Code)		Soc. Sec. #	
Are you at least 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No Drivers License #:	
Are you a resident of the City of Seymour?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed by the City of Seymour? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when, in what position, and in what department:			
Do you possess a valid driver's license?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you possess a valid commercial driver's license?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIGHEST GRADE OR YEAR COMPLETED IN PRIMARY OR SECONDARY SCHOOL Name and Location of High School Graduate			
1 2 3 4 5 6 7 8 9 10 11 12 _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have not received a high school diploma, have you passed a high school equivalency or GED test? <input type="checkbox"/> Yes <input type="checkbox"/> No			
TRAINING BEYOND HIGH SCHOOL, COLLEGE OR UNIVERSITY, NURSING, BUSINESS COLLEGE, OR OTHER SCHOOLS YOU HAVE ATTENDED.		CIRCLE THE NUMBER OF YEARS COMPLETED IN POST SECONDARY SCHOOL	
		1 2 3 4 5 6 7 8	
College, University or Technical College Name and Location	Presently Attending	Field of Study	Degree
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION YOU HAVE APPLIED FOR. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE COMMUNITY SERVICE WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. USE ADDITIONAL SHEETS IF NECESSARY. ATTACH A RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS. YOU MUST COMPLETE ALL THE INFORMATION BELOW TO BE CONSIDERED FOR A POSITION.

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Starting Salary		If we contact your present employer, will your position be endangered: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Salary	NO. OF EMPLOYEES YOU SUERVISED	Reason for leaving or considering change	

From (Mo. & Yr.)	Title of Position Held	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	

**CITY OF SEYMOUR
JOB DESCRIPTION
POLICE DEPARTMENT**

TITLE: RECORDS ASSISTANT

GENERAL DESCRIPTION:

This position performs secretarial duties for City Law Enforcement services. With delegated authority, performs duties and/or provides and coordinates support for the Administrative Assistant. Must have the ability to provide functions of a substantive, ethical and professional nature. Finally, shall be required to demonstrate ownership with our organization.

REPORTS TO: Police Chief & Administrative Assistant

MANAGES: Department records

ESSENTIAL FUNCTIONS:

- ◆ Answers the phone and greets public for emergency and non-emergency requests for services.
- ◆ Assists officers in obtaining statements from victims, witnesses, or suspects.
- ◆ Prioritizes and compiles municipal and district attorney complaint information.
- ◆ Assigns case numbers, processes, and maintains investigative case files, complaints, citations, and reports on a daily basis; and indexes and maintains all related form files for approximately 200 case reports per month.
- ◆ Processes case files and reports to the appropriate court or judicial prosecutor when required.
- ◆ Typing duties include:
 - o Case log sheets and card index of case histories;
 - o Transfers officer reports narratives, data, interrogations, statements, correspondence, and other subject matter, as needed into the records management system (RMS).
- ◆ Bookkeeping duties include:
 - o Processes, tracks, and completes invoices to be forwarded to the Clerk's office.
- ◆ Retrieves and distributes incoming and outgoing correspondence on a daily basis.
- ◆ Monitors office supplies and equipment; orders as needed.
- ◆ Complies, prepares, and submits monthly Uniform Crime Reports for N.I.B.R.S. and annual statistics report for department annual report. Researches and compiles other crime statistics for liaison reports as required.
- ◆ Supports, Chief of Police in researching data for yearly budget preparations.
- ◆ Supports, Chief of Police in applying for grants for various Criminal Justice Programs.
- ◆ Fingerprint card processing to state and federal agencies.
- ◆ Process Criminal History's and Background Checks.
 - Process Alcohol Permits
 - Annual support for department Safety Day
- Working knowledge of department radio operations.

- ◆ Records Assistant duties for the Animal Control, parking data entry other duties include:
 - o Purchase orders
 - o Process vouchers
 - o Tracs10 citations

o Correspondence to citizens regarding parking tickets, City and State Citations

EDUCATION AND/OR EXPERIENCE:

High school diploma or, G.E.D., vocational school or the equivalent acceptable, Experience in office procedures, organizational skills, general bookkeeping and knowledge of the Windows/Microsoft programs including Excel.

After appointment, the employee will be required to attend and successfully complete the Wisconsin and Outagamie County Training Courses “Law Enforcement Records Management” course or the equivalent curriculum.

Attend work-related courses as assigned by the Chief of Police.

Type fifty-five (55) net words per minute.

Demonstrate knowledge, abilities, or experience in:

- Ability to become knowledgeable of City Ordinances and Wisconsin State Laws.
- Working with minimal supervision.
- Maintaining confidentiality at all times.
- Use of all peripheral office equipment.
- Excellent organizational skills.
- Effective and efficient communication skills such as are necessary to understand the nature of the call for service, and quickly and appropriately rephrasing for dispatch to officer.
- Maintaining impartiality and composure when dealing with upset or verbally abusive complainants.

REQUIREMENTS, CERTIFICATIONS, AND LICENSES:

Valid Wisconsin State Drivers License

WORKING CONDITIONS:

Majority of the duties performed by this individual will take place indoors on City property.

While performing the duties of this job, the employee must be able to sit or stand for long periods of time, and is frequently required to use hands and fingers to handle objects or controls and reach with hands and arms, talk or hear. Employee is occasionally required to stoop, kneel, twist, crouch, or crawl.

The noise level in the work environment is usually minimal with occasional exposure to loud noises.