



# Hamburg Township Police Department

10409 MERRILL ROAD • HAMBURG, MICHIGAN 48139

RICHARD DUFFANY, CHIEF OF POLICE

PHONE: (810) 231-9391 • FAX: (810) 231-9401

## Hamburg Township Police Job Posting

### **POSITION: Administrative Assistant (Part Time)**

The Hamburg Township Police Department is currently accepting applications from qualified candidates for the position of part-time administrative assistant.

**ABOUT HAMBURG TOWNSHIP:** Hamburg Township is a 36 square mile general law township located in Livingston County with a population of 21,165 residents (2010 census). Its proximity to US-23 and I-96 and its rural feel have made it a popular residential community. Hamburg Township is home to over 30 lakes, the Huron River, a 6.5 mile stretch of the Lakelands Trail and the Brighton State Recreation Area making it a top recreational destination in the area.

### **QUALIFICATIONS:** Minimum qualifications for the position are:

- High school diploma or equivalent plus additional coursework/training in office management, business or criminal justice fields.
- Minimum of two years of related secretarial/administrative experience preferably in a public safety setting with experience in utilizing the Law Enforcement Information Network (LEIN), police records management systems, computer-aided dispatch systems and working with other agencies within the criminal justice system.
- Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize word processing, spreadsheet, and database software applications.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and periodically sit in one position for extended periods of time.
- Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

**Complete job description available on the police department's website.**

**STARTING PAY:** Starting pay for this position is \$17.58 per hour. This part-time position is an-will position with no benefits.

**HOURS:** Up to 24 hours per week with flexible hours and days during normal business hours depending on needs of the department.



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**APPLICATIONS:** Applications and Authorization forms may be obtained on the Hamburg Township website [http://www.hamburg.mi.us/government/job\\_postings.php](http://www.hamburg.mi.us/government/job_postings.php) or in person at the Hamburg Township Police Station located at 10409 Merrill Road, Hamburg, MI 48139.

Please submit completed application, resume (optional) and signed authorization form to:

Chief of Police Richard Duffany  
Hamburg Township Police Department  
10409 Merrill Road, P.O. Box 157  
Hamburg, MI 48139

Opening Date: August 9, 2017

Closing Date: **All application materials must be received no later than 4:00 pm on August 25, 2017.**

Hamburg Township is an Equal Opportunity Employer.



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## Hamburg Township Police Department Job Description

**JOB TITLE:** ADMINISTRATIVE ASSISTANT – POLICE

**REPORTS TO:** Chief of Police

### **JOB SUMMARY:**

Provides secretarial and administrative support to the Chief of Police and departmental staff. Duties include, but are not limited to, assisting individuals in person and over the phone, typing various documents, preparing reports, compiling and data entry of statistical data, receiving and distributing incoming mail, ordering departmental supplies/materials/equipment, and maintaining departmental files.

### **PRIMARY ADMINISTRATIVE DUTIES & RESPONSIBILITIES:**

#### **1. Customer Service/General Office**

- Greets walk-ins and assists as needed.
- Administers court-ordered preliminary breath tests.
- Signs release forms for impounded vehicles.
- Answers telephones.
- Retrieves/distributes mail.
- Replenishes and stocks office supplies.
- Orders blood kits, drug test kits and Michigan State Police forms.
- Runs monthly event list reports.
- Checks voicemail for any messages. Returns appropriate phone calls. Forwards messages to appropriate police officer.
- Registers personnel for departmental training and makes reservations for lodging when necessary.



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## 2. Record Management System (RMS) Administrator

- Runs daily log from OSSI Apps and posts it on the Daily Event List board.
- Checks MOBLAN for any reports/traffic stops that need to be approved. Reviews, corrects and either approves or denies reports.
- Completes "Name Candidating" in RMS to insure reports are transferred into OSSI/RMS
- Corrects errors in RMS Name Module using LEIN, TLO, and RMS. Identifies which names were entered with errors and correct errors. Finds duplicate name entries and merge them together. When two names have been incorrectly merged together they must be identified using LEIN and/or TLO. Once the identities are confirmed, you must then determine which report belongs to each person. The reports (including reports from multiple agencies) must be read to figure out if they need to be deleted from that case number or if the case needs to be moved to the appropriate person.
- Scan Michigan State Police lab reports and Medical Examiner reports into RMS and attach to officer's report.
- Records pawn slips into RMS adding name of person and items that were pawned. Places the pawn slip on the bulletin board for review by officers
- Enters homeowner's information into RMS when they request vacation checks on their residence
- Notarizes appropriate documents as necessary (becoming a Notary Public is required of the position).

## 3. Law Enforcement Information Network (LEIN)

- Monitors LEIN for messages, broadcasts, and "Be on the Lookout" (BOL) teletypes. Prints appropriate messages and post to the BOL chart on the bulletin board.



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- Runs LEIN as requested by officers including Secretary of State checks, warrant checks, criminal history checks stolen articles/vehicles/plates/guns, and missing persons.
- Enters, cancels, modifies stolen items, paper plates, impounded/abandoned vehicles and breath tests in LEIN.
- Sends administrative messages/responses.
- Builds, maintains, and disseminates accurate, timely and complete criminal history records.
- Serves as a department LEIN TAC. The LEIN TAC is responsible for maintaining accuracy of our records, and creating and maintaining log books for criminal history checks and second party Checks. Making sure all LEIN related training books are updated. Preparing for and completing the LEIN Audit Process when required. TAC's are required to complete LEIN TAC training on a regular basis.
- Completes validation on LEIN records on a monthly basis. Verifies that all records entered into LEIN, for that month, are valid. Validation includes reading reports, contacting the reporting person, and checking with the officer in charge of the report. Findings must be recorded in RMS and the appropriate action must be taken. Actions include cancelling, updating and/or modifying entries in LEIN. Once completed, a confirmation must be sent to the Michigan State Police by the 15<sup>th</sup> of the month.

#### **4. License to Purchase (LTP) Gun Permits and Pistol Sales**

- Responsible for administering LTP gun permits. LTP applicants must fill out an application and have a complete background check. The background check involves running the person through RMS, DDP, LEIN – which covers SOS, NCIC, PPO, SOR, CCH's and running ICE if applicable. If subject is deniable, issue proper denial code, enter information into APRS; give requestor the NICS brochure for appealing the firearm denial. If approved, issue 3 copies of the LTP and give instructions to the requestor.
- Notarizes the permit and enter name into RMS as receiving a gun permit.



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- Pistol Sales Records and LTP's must be returned to the Hamburg Township Police Department within 10 days of purchase. These records must be entered into APRS and mailed to the Michigan State Police Firearms Unit within 48 hours. Pistol sale records are received daily. The guns that return as possibly stolen must be investigated. The police department that entered the gun as stolen must be contacted to verify whether or not the gun is still stolen. If stolen, then arrangements will be made to return the gun back to the original owner/victim.

## 5. Sex Offender Registrations

- Utilizes the new Offender Watch System to complete sex offender registrations. Sex offenders are required to verify their address based on their tier level and birth month. This occurs annually, bi-annually, or quarterly. Verifications are now processed every month. Sex offenders must also come in to update any changes in their vehicles, place of employment, e-mail addresses, phone numbers, schools they attend.
- Collects the required \$50.00 annual fee from all sex offenders and forward fees to the Michigan State Police.
- Signs and uploads all sex offender verification paperwork to the Michigan State Police Sex Offender Registration Unit via Offender Watch.
- Prints and gives sex offender reports to the sergeant for random home/address checks.

## 6. Police Reports and Freedom of Information Act Requests

- Processes all requests for police reports from citizens in accordance with applicable state and federal law.
- Processes all requests for reports by insurance companies in accordance with applicable state and federal law. Prints and mails to the requesting company for a \$5.00 charge. Receipts are mailed and the checks are forwarded to the Hamburg Township Accounting Department for deposit.
- Works in conjunction with the Hamburg Township Clerk's Office to process all Freedom of Information Act (FOIA) requests ensuring that proper redactions are



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made and that the FOIA requests are handled pursuant to the Michigan FOIA statute.

## 7. Collection and Tabulation of Fees

- Oversees the collection and receipt of fees collected for a variety of services including, reports, background checks, fingerprinting, notary service, DVD's, PBT's, salvage inspections and solicitor's permits.
- Prepares a tabulation of all fees collected for each service and forwards all monies, receipts and tabulation forms to the Hamburg Township Accounting Department.

## 8. Petty Cash

- Oversees the receipt and proper documentation of the use of the departmental Petty Cash fund which includes generating a report that logs the cash on hand, receipts for purchase, and the correct budgeting code for the purchase which is forwarded to the Hamburg Township Accounting Department.
- Responsible for replenishing the Petty Cash fund as necessary in accordance with Hamburg Township policy.

## 9. Purchasing

- Responsible for ensuring that all purchases made by department personnel are in accordance with the Hamburg Township Purchasing Policy.
- Enters purchase requisitions and purchase orders for all purchases in the Township Purchase Order software program.
- Ensures that all purchase requisitions/orders are properly authorized/signed.
- Maintains copies of all signed purchase requisitions/orders and invoices and forwards copies of all signed purchase requisitions/orders and invoices to the appropriate personnel at the Township Hall.

## 10. Solicitor Applications/Permits



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- Processes solicitor applications/permits which includes conducting a background check and collecting the appropriate permit fees.

## 11. Bond Money

- Responsible for ensuring that all bond money collected by police officers is properly receipted and forwarded to the Hamburg Township Treasury Department to be forwarded to the appropriate court.

## 12. Backgrounds

- Runs background for residents upon a local background check request for adoptions, employment and visa clearances.
- Runs background checks for other agencies such as Armed Forces recruitment, FBI, government job clearances, private security services and other agencies pre-employment checks.
- Prints a clearance letter if applicable or prints report if one exists.

## 13. Prosecutor's Office and Court Liaison

- Works directly with the prosecutor's office to ensure complete case files are forwarded to their office.
- Fulfills requests for Michigan State Police lab sheets, Medical Examiner reports, DVD's and supplemental reports made by the prosecutor's office.
- Accepts subpoenas and ensures that they are served.
- Forwards subpoena Proof of Service to appropriate person.
- Sends vacation and training notices to the prosecutor's office.
- Distributes informal hearing notices and adds the court date to officer's schedule.
- Checks for any e-mails requesting that supplements/attachments/follow-ups be forwarded to the prosecutor's office.



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- Forwards reports and attachments, for any lodged subjects, to the prosecutor's office.
- Print tickets at court's request.

## 14. Payroll

- Completes payroll sheets which includes documenting hours worked, calculating overtime hours, calculating vacation time, calculating personal/sick time and calculating compensatory time hours.
- Ensures all payroll sheets are signed by Chief's office and forwarded to the Hamburg Township Accounting Department.
- Completes holiday pay sheets and compensatory cash out requests as needed.

### ***JOB QUALIFICATIONS:***

1. High school diploma or equivalent plus additional coursework/training in office management, business or criminal justice fields.
2. Minimum of two years of related secretarial/administrative experience preferably in a public safety setting with experience in utilizing the Law Enforcement Information Network (LEIN), police records management systems, computer-aided dispatch systems and working with other agencies within the criminal justice system.
3. Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize word processing, spreadsheet, and database software applications.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and periodically sit in one position for extended periods of time.



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6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

### ***WORKING CONDITIONS:***

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

# HAMBURG TOWNSHIP

## Application for Employment

P. O. Box 157 ♦ Hamburg, Michigan 48139 ♦ (810) 231-1000

|  |                                     |                        |                                    |
|--|-------------------------------------|------------------------|------------------------------------|
| Name (Last)                                    | (First)                             | (Middle)               | Social Security Number             |
| Address (Street)                               | (City)                              | (State)                | (Zip)                              |
|  |                                     |                        | Home Telephone Number<br>(       ) |
| Are you at least 18 years old?                 | Daytime Telephone Number: (       ) |                        |                                    |
| Type of position desired:                      | Date available for work:            | Salary Expected:<br>\$ |                                    |
| Do you have a valid Michigan Driver's License? |                                     | License Number:        |                                    |

### Education

| High School/College<br>(List last attended first)           | Address | Years Attended/Course<br>Studied | Degree Received |
|---|---------|----------------------------------|-----------------|
|   |         |                                  |                 |
|   |         |                                  |                 |
|   |         |                                  |                 |
|   |         |                                  |                 |
|   |         |                                  |                 |
|   |         |                                  |                 |
| <b>Military Service</b>                                     |         | <b>From</b>                      | <b>To</b>       |
|   |         |                                  |                 |
|   |         |                                  |                 |
| <b>Additional Skills/Training/Licenses Not Listed Above</b> |         | <b>From</b>                      | <b>To</b>       |
|   |         |                                  |                 |
|   |         |                                  |                 |
|   |         |                                  |                 |

*Hamburg Township is committed to EOE in all our personnel practices and prohibits discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. Information provided by you on this application form, will be used solely for purposes of assessing your qualifications for potential employment.*

## Employment History

*Provide the following information for your current and past employers, assignments or volunteer activities, starting with the most recent. (Use additional sheets if necessary.) Explain any gaps in employment in the comments section below.*

|  |                    |        |                          |       |
|--|--------------------|--------|--------------------------|-------|
| Employer                                 | Address (Street)   | (City) | (State)                  | (Zip) |
| Supervisor's Name & Title                | Your Position      |        | Work Phone Number<br>( ) |       |
| Employment Dates<br>From:            To: | Reason for Leaving |        |                          |       |
| Describe Your Duties: _____<br>_____     |                    |        |                          |       |

|  |                    |        |                          |       |
|--|--------------------|--------|--------------------------|-------|
| Employer                                 | Address (Street)   | (City) | (State)                  | (Zip) |
| Supervisor's Name & Title                | Your Position      |        | Work Phone Number<br>( ) |       |
| Employment Dates<br>From:            To: | Reason for Leaving |        |                          |       |
| Describe Your Duties: _____<br>_____     |                    |        |                          |       |

|  |                    |        |                          |       |
|--|--------------------|--------|--------------------------|-------|
| Employer                                 | Address (Street)   | (City) | (State)                  | (Zip) |
| Supervisor's Name & Title                | Your Position      |        | Work Phone Number<br>( ) |       |
| Employment Dates<br>From:            To: | Reason for Leaving |        |                          |       |
| Describe Your Duties: _____<br>_____     |                    |        |                          |       |

|  |                    |        |                          |       |
|--|--------------------|--------|--------------------------|-------|
| Employer                                 | Address (Street)   | (City) | (State)                  | (Zip) |
| Supervisor's Name & Title                | Your Position      |        | Work Phone Number<br>( ) |       |
| Employment Dates<br>From:            To: | Reason for Leaving |        |                          |       |
| Describe Your Duties: _____<br>_____     |                    |        |                          |       |

Comments (Including explanation of any employment gaps):

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### References

*Give the names of at least three business/work references, who are not related to you and are not previous supervisors whom we may contact. If not applicable, list three school or personal references who are not related to you.*

|            |                      |                            |         |       |
|------------|----------------------|----------------------------|---------|-------|
| Name       | Address (Street)     | (City)                     | (State) | (Zip) |
| Occupation | Daytime Phone Number | Relationship & Years Known |         |       |

  

|            |                                   |                            |         |       |
|------------|-----------------------------------|----------------------------|---------|-------|
| Name       | Address (Street)                  | (City)                     | (State) | (Zip) |
| Occupation | Daytime Phone Number<br>(       ) | Relationship & Years Known |         |       |

  

|            |                                   |                            |         |       |
|------------|-----------------------------------|----------------------------|---------|-------|
| Name       | Address (Street)                  | (City)                     | (State) | (Zip) |
| Occupation | Daytime Phone Number<br>(       ) | Relationship & Years Known |         |       |

### Additional Information

*List professional, trade, business, or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.*

| Organization | Offices Held |
|--------------|--------------|
|              |              |
|              |              |
|              |              |
|              |              |

List any additional information you would like us to consider: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? If so, when, where and nature of offense? Convictions will not necessarily disqualify you from employment but will be considered in relation to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any felony charges pending against you? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for denying employment or immediate discharge from the employer's service, whenever it is discovered.

I understand it is the Township's policy to adhere to all provisions of the ADA and the Rehabilitation Act of 1973.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**HAMBURG TOWNSHIP**

**P. O. Box 157**

**Hamburg, Michigan 48139**

**(810) 231-1000**

**Authorization and Understanding**

Upon the signing of the *Authorization and Understanding*, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, training, credentials, driver's license, and criminal history with the appropriate individuals, companies, institutions, or agencies. I authorize them to release such information as you require, including my prior disciplinary employment record. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures.

I agree that any false information in support of my application may subject me to dismissal at any time during the period of my employment.

In the event of an offer of employment, I understand that I may be required to take a drug screen test.

In the event of employment, I agree I shall be bound by the rules, policies, and regulations of Hamburg Township, Livingston County, and the State of Michigan.

In the event of employment, I authorize Hamburg Township to release such information as a prospective employer may require, including my prior disciplinary employment record. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures.

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Signature

Date