



Watertown
Police Department

WATERTOWN POLICE DEPARTMENT

Timothy J. Roets, Chief of Police

City of Watertown Police Department **Secretary – Investigations Division (Part-Time)**

The Watertown Police Department is accepting applications for the position of Investigations Secretary (Part-time).

INVESTIGATIONS SECRETARY: The Investigations Secretary is a part time 20 hour per week, Monday thru Friday, 8:00 a.m. to 12:00 p.m. position and is responsible for the performance of moderately complex and varied confidential clerical duties.

SALARY AND BENEFITS: Start at \$18.11 hourly. The part time position is eligible for paid holidays, vacation days, and sick leave.

QUALIFICATIONS: Graduation from High School (or HSED equivalent) with major course work in office occupations with one (1) year of office experience. Applicant must be able to type 50 words per minute. Applicant must be able to maintain confidentiality. Applicant should have a high degree of proficiency in Microsoft Office to include Outlook, Word and Excel as well as knowledge of modern office practices. Knowledge of Adobe software is preferred.

TESTING PROCESS: The testing process will include an oral interview and may include proficiency testing in areas such as knowledge of Microsoft Office and typing speed. Qualified applicants will be subject to a background investigation and drug screen.

APPLY: BY FEBRUARY 15, 2018 AT 8:00 A.M. Application packets may be obtained in person at the Watertown Police Department, 106 Jones Street, Watertown, Wisconsin 53094, by downloading it off the Watertown Police Department's website (www.watertownpolice.com) or from the City of Watertown's website (www.ci.watertown.wi.us)

Completed applications may be submitted by e-mail to: rjohnson@cityofwatertown.org, returned by mail or turned in directly to the Watertown Police Department in person by the application deadline. Applications which are not thoroughly and accurately completed may be rejected.

Any questions on the hiring process may be directed to Captain Randy Johnson, 920-206-4207, or rjohnson@cityofwatertown.org

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: April 16, 2007
Revised: February 11, 2016

Title: Investigations Secretary **Department:** Police Department **FLSA Status:**

General Summary

This is a part-time administrative position in the Investigations Division of the Police Department. The Investigations Secretary handles confidential day to day administration of tasks such as putting together criminal complaints, putting together juvenile referrals, fulfilling records requests, uploading documents into the records management system, e-mailing in custody or domestic arrest reports and requests for charges to the district attorney's offices, and corresponding with the district attorney's offices and human services departments to fulfill requests for information. This position also is responsible for downloading and organizing digital evidence including videos produced during interviews, digital audio recordings and digital photos. Further duties include: Updating the records management system as to the location of this evidence, assisting the clerk/typist position with transcribing reports, creating and updating spreadsheets used to track various information such as domestic arrests, creating and updating department forms, maintaining updated sex offender registry information and tracking the bi-annual sex offender checks completed by City of Watertown Police Officers. The Investigations Secretary assists the property custodian position with collecting drugs from the lobby drug drop box and other various clerical duties related to the Property Custodian position. The Investigations Secretary utilizes the services of the United States Post Office to arrange for and track the mailing of various items to the State Crime Lab of Wisconsin, the District Attorney's Offices and other various locations.

Reporting Relationships:

Under the direct supervision of the Investigations Sergeant, however, from time to time may receive supervisory direction from other departmental supervisors.

Specific Accountabilities:

1. Work with Investigations staff, other department personnel, and the public.
2. Maintain Investigative records, forms, records, reports, correspondence, and documentation.
3. Provide Investigative records to other agencies, including District Attorney Offices, and Human Services departments.
4. Provide routine information from investigative files and records in response to telephone, fax, e-mail, and personal inquiries.
5. Assist the Investigations property custodians with the maintenance, retention, records, destruction, and expunging of evidence and property.

6. Perform updates to department computer records within the records management program.
7. Make copies of videos, DVD's, digital photos, digital audio files and other digital media as needed for placement into evidence, records requests and court.
8. Assist department typists with the typing of dictated police reports as directed.
9. Provide assistance to the public at the records service window as needed.
10. Track and document Domestic Abuse statistics.
11. Responsible for all organization of Property Transaction Records
12. Distribution of all No Prosecution Memos
13. Track and initiate bi-annual sex offender checks completed by Watertown Police Department Officers.

Required Knowledge, Skills, and Abilities:

Graduation from High School (or HSED equivalent) with major course work in office occupations with one (1) year of office experience and an equivalent combination of education and experience which provides the following knowledge, abilities and skills:

- Ability to relate courteously with other employees and the public
- Ability to type rapidly and accurately at a speed of not less than fifty (50) words per minute and preferably at least sixty-five (65) words per minute.
- Excellent written and oral communication skills.
- Ability to effectively communicate with others in person, by telephone, or in electronic format.
- Working knowledge of modern office practices and procedures.
- High degree of proficiency in computer skills, including: word processing, desktop publishing, database, and spreadsheet programs.
- High degree of proficiency in creating and maintaining filing and records systems.
- Ability to effectively manage multiple tasks with minimal supervision.
- Perform other administrative office duties as requested.
- Ability to work varied work hours if needed,
- Ability to understand and follow instructions.



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Instructions for Completing the Application Process

1. Applicants shall complete the City of Watertown Employment Application. *The City of Watertown Employment Application* materials for the Investigations Secretary position can be obtained by downloading it off the Watertown Police Department's website (www.watertownpolice.com) or from the City of Watertown's website (www.ci.watertown.wi.us). Completion of the *Affirmative Action Efforts* form is optional.
2. Falsification, omissions, or misrepresentations of any information on the application or announced to the interviewer is grounds for rejection of that applicant or termination of employment.
3. All questions on the application must be answered. Incomplete or illegible applications may not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.
4. Applicants should submit the following:
 - A Letter of Interest
 - A Resume
 - Completed City of Watertown Application for Employment
5. Sign the *Certification* portion of *Application for Employment*.
6. Complete and return application materials and submit them to the Watertown Police Department by e-mail to rjohnson@cityofwatertown.org, drop them off in person or by mail on or before **February 15, 2018 by 8:00 a.m:**
7. Please direct questions to Captain Randy Johnson 920-206-4207 or rjohnson@cityofwatertown.org.

The City of Watertown is an Equal Opportunity Employer

CITY OF WATERTOWN APPLICATION FOR EMPLOYMENT

Applicant Instructions:

Should you need assistance in filling out this application or during any phase of the employment process, please notify the person that gave you this form and we shall make every reasonable effort to accommodate your need.

1. Complete the entire application; do not leave any blanks.
2. If additional space is needed to complete a question, you may attach additional materials.
3. It is important that you print clearly; incomplete or illegible applications will not be processed.
4. While you may attach a resume, you are required to complete an application in order to be considered an applicant for employment.

Applicant Note – please read:

This application is intended for use in evaluating qualifications for employment. This is not an employment contract. Answer all questions completely and accurately. False or misleading statements during the interview or on this form are grounds for terminating the applicant process or, if discovered after employment, termination of employment. All qualified applicants will receive consideration without consideration of race, color, creed, religion, sex, sexual preference, national origin, marital status, age, veteran status or the presence of disabilities. The City of Watertown is an equal opportunity employer. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting for work, you will be required to submit to a medical review. Depending on City policy and the essential needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the City.

Applicant Information:

Applicant's full name (last, first, middle):			
Present street address:		City:	State: ZIP Code:
E-mail address:	Phone number: Day: () Evening: ()		
Position applying for:	Employment category: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Temporary	Earliest date available to work:	
Are you able to perform the requirements of this position with or without reasonable accommodation?		<input type="radio"/> Yes <input type="radio"/> No	
Have you read the position description or had the requirements of this position explained to you?		<input type="radio"/> Yes <input type="radio"/> No	
Do you understand the requirements of the position for which you are applying?		<input type="radio"/> Yes <input type="radio"/> No	
Are you or have you ever been employed by the City of Watertown?		<input type="radio"/> Yes <input type="radio"/> No	If yes, list dates:
Do you currently have relatives who work for the City of Watertown?		<input type="radio"/> Yes <input type="radio"/> No	If yes, specify:

Job-related Skills/Licenses:

Do you possess a valid driver's license? <input type="radio"/> Yes <input type="radio"/> No	Type of driver's license:	State license was issued:
List moving violations within the last five years:		
List any skills, licenses or certifications that would be of value in this position:		

Education:

High School:	Major/Course of Study:	Name of School:	City/State:	Degree Obtained:
Vocational/Technical:	Major/Course of Study:	Name of School:	City/State:	Degree Obtained:
College (Undergraduate):	Major/Course of Study:	Name of School:	City/State:	Degree Obtained:
College (Graduate):	Major/Course of Study:	Name of School:	City/State:	Degree Obtained:

Previous Employment: Since we will be making every effort to contact previous employers, correct contact information is critical.

Employer/Company:	City/State:	Job title:
Supervisor's Name:	Supervisor contact information:	
	Phone:	E-Mail:
Dates of employment:	Rate of Pay:	May we contact this employer?
From: To:	\$ per	<input type="radio"/> Yes <input type="radio"/> No
Reason for leaving:	Duties:	

Employer/Company:	City/State:	Job title:
Supervisor's Name:	Supervisor contact information:	
	Phone:	E-Mail:
Dates of employment:	Rate of Pay:	May we contact this employer?
From: To:	\$ per	<input type="radio"/> Yes <input type="radio"/> No
Reason for leaving:	Duties:	

Employer/Company:	City/State:	Job title:
Supervisor's Name:	Supervisor contact information:	
	Phone:	E-Mail:
Dates of employment:	Rate of Pay:	May we contact this employer?
From: To:	\$ per	<input type="radio"/> Yes <input type="radio"/> No
Reason for leaving:	Duties:	

References: Include only individuals familiar with your work ability (Do NOT include relatives)

Name:	Title/Occupation:	Relationship:	Phone number:	E-mail:

Security:

Have you used any names other than the one given on this application? <input type="radio"/> Yes <input type="radio"/> No If yes, please list:
Are there pending criminal charges against you, or have you ever plead guilty to or been convicted of any crime? <input type="radio"/> Yes <input type="radio"/> No
IF YES: On an additional sheet of paper, provide details related to pending charges, pleas or convictions including, but not limited to, date of the incident, plea or conviction, factual circumstances of incident, and specific violations. Pending charges, guilty pleas or convictions will not automatically disqualify the applicant from employment unless charges or convictions substantially relate to the job applied for.

Certification and Release:

I certify that I have read and understand the applicant note on this form and that answers given by me to the foregoing questions and the statements made are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the City of Watertown and/or its agents, including consumer reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during my employment. If City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during my employment.

Signature: _____ Date: _____

PLEASE DO NOT ATTACH THIS TO YOUR APPLICATION CITY OF WATERTOWN – RECRUITMENT INFORMATION

COMPLETION OF THIS FORM IS VOLUNTARY

This form is not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for employment with the City of Watertown. No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability.

This form will be treated confidentially and is used only to help assess our recruiting effort as well as monitor progress of the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements. We ask for your cooperation in completing the following information, **please print or type.**

Name (last, first, middle):			
Home address:	City:	State:	ZIP Code:
Position applied for:		How did you hear about this position?	
GENDER <input type="radio"/> Male <input type="radio"/> Female		ETHNICITY <input type="radio"/> Hispanic/Latino <input type="radio"/> Non-Hispanic/Non-Latino	

RACIAL GROUP – please check one:		<input type="radio"/>	Two or more races
<input type="radio"/>	White, not of Hispanic origin – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="radio"/>	Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="radio"/>	Black or African American, not of Hispanic origin – All persons having origin in any of the Black racial groups of Africa.	<input type="radio"/>	American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="radio"/>	Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent.	<input type="radio"/>	Native Hawaiian or other Pacific Islander

VETERAN STATUS – please check one:			
<input type="radio"/>	No Military Service		
<input type="radio"/>	Active Reserves	Branch _____	
<input type="radio"/>	Veteran	Branch _____	Years _____ Type of discharge _____

DISABILITY STATUS: The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”	
Based on the above definition, are you an individual with a disability?	<input type="radio"/> YES <input type="radio"/> NO



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Hiring Time Line

February 15, 2018

Application packet deadline 8:00 a.m.

February 15 - 16, 2018

Review of Application Packets.

February 19 - 23, 2018

Interviews.

February 26 – March 2, 2018

A background investigation will be started on the top applicant.

March 5 - 9, 2018

Conditional Offer of Employment.

March 19, 2018

Anticipated start date

The Watertown Police Department Administration reserves the right to change the above dates due to unforeseeable factors.

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Authorization for Release of Information

(for official use only, not to be released to unauthorized persons)

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the City of Watertown Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Watertown Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Watertown Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Watertown Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however, personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed. I also authorize any representative of the Watertown Police Department to discuss any information contained in my files with the agent that is custodian of the file.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized representative of the Watertown Police Department regardless of any agreement I may have made with your previously to the contrary. The law enforcement organization requesting the information pursuant to the release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Watertown Police Department's acceptance and processing of my application for employment, I agree to hold you, your agent and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Watertown Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

WATERTOWN POLICE DEPARTMENT

Authorization for Release of Information-Continued

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Watertown Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of two (2) years from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Exceptions to this Blanket Authorization:

1. Any medical information in the possession of any source named above if a conditional offer has not yet been made.
2. Any medical information in the possession of any source name above if a final job offer has already been made.
3. _____
4. _____

Date

Signature (Full Name)

Phone Number

Address (Street and Number)

Social Security Number

City

State

Zip Code

In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure that proper records are obtained.

Print your full name

Witness

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