

ADMINISTRATIVE INVESTIGATIVE AIDE JOB DESCRIPTION

POSITION PURPOSE

To provide personnel performing the duties of Investigative Aide the duties/tasks to be performed, the skills, knowledge and abilities required to successfully perform the expected duties/tasks, supervision authority and reporting requirements, and evaluation cycles.

GENERAL RESPONSIBILITIES

The Investigative Aide position in the Mundelein Police Department is assigned to the Operations Division. The Investigative Aide will report directly to the Supervisor of Investigations. The position of Investigative Aide will be required to process confidential information related to evidence processing (Criminal Investigations and Juvenile). The Investigative Aide will be a liaison with the Northern Illinois Police Crime Lab (NIPCL) and the Lake County State's Attorney. The Investigations Aide may also serve as an assistant to the CALEA Accreditation Manager.

The Investigative Aide is required to work in concert with other employees in order to efficiently deliver police services to the Community. This is civilian, plain clothes, non-uniform position, employed by the Chief of Police. The Aide will routinely be scheduled for 24 hours/week, but may not exceed 29 hours/week.

DUTIES AND RESPONSIBILITIES

The Investigative Aide duties and responsibilities include, but are not limited to, the following:

Evidence Custodian: Responsible for all facets of property and evidence management in the Mundelein Police Department's Property/Evidence Room. These duties include but are not limited to:

1. Maintain the Property/Evidence room in accordance with department policy and procedure
2. Login evidence into Property Room
3. Transport evidence to and from the Northern Illinois Crime Lab
4. Transport evidence to Lake County States Attorney's office per court request
5. Verification of case dispositions and evidence related to cases

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6. Destruction or return of property
7. Prepare all drug and weapons evidence to be transferred to crime lab for destruction
8. Conduct regular audits of Property/Evidence room to determine items to be disposed / destroyed
9. Conduct annual inventory of Property/Evidence Room
10. Maintain the evidence and crime scene processing supplies

Criminal Investigations

1. Assist Investigations with routine follow up telephone calls
2. Communications with victim/witnesses with case updates
3. Perform Licensing Background Investigations-liquor, taxi, solicitor
4. Maintain Sex Offender Registration
5. Review daily bulletins and LEADs messages
6. Perform the function of Crime Analyst to detect patterns, forecast and maintain crime specific data files.
7. Assist with Asset Forfeiture files/records

General / Miscellaneous

1. Fingerprinting
2. Assist in the CALEA Manager as needed
3. Assist with other Crime Prevention activities (Police Expo, Community Events, etc.)
4. Complete simple stations reports
5. All other, as directed by supervisory personnel

QUALIFICATIONS

Essential qualifications include:

1. Must speak/write/read grammatically correct in English. Must possess good communications skills
2. Must be able to read information displayed on a computer monitor
3. Must have general knowledge in computer operation
4. Must exercise good professional judgment
5. Must be self-motivated and require little direct supervision
6. Must have a valid Illinois Driver's license and be able to operate a motor vehicle

Non-Critical qualifications include:

1. Must be able to maintain good working relationships with other department employees
2. Must be able to interact courteously and professionally with the public
3. Ability to operate a variety of office equipment, to include: scanner, facsimile machine, copier, etc.
4. Ability to use a telephone and operate a voice mail system

WORK ENVIRONMENT

1. Position requires the ability to remain seated at a work station/desk for extended periods of time.
2. Work area illuminated by a combination of artificial and natural lighting. Artificial lighting is primarily white fluorescent lights.
3. Work environment is heated / cooled to a comfortable level.

PHYSICAL DEMANDS

The position requires sitting for extended periods of time; hand/digit dexterity to operate a keyboard, calculator, and telephone; listening/speaking on telephone with reasonable accommodation.

Crouching/bending is performed occasionally. The position also requires lifting objects up to 25 lbs.