



City of Irving Job Description

Patrol Administrative Technician

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	33312	Reports To (Job Title):	Patrol Administrative Sergeant

PURPOSE

This position assists the Patrol Administrative Sergeant in daily administrative tasks, supporting patrol and specialized units. They will purchase and monitor equipment and supplies essential to daily operations and long-term objectives. They are also tasked by the South Patrol Deputy Police Chief for special projects and mission-specific activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve as In-car Video Administrator, which involves: monitoring servers, maintaining DVD print robots, printing DVD requests for court and investigations, restoring archived videos, and completing expunction orders; further, be on 24-hour call for critical errors.
- Serve as KEYTRAK Administrator by maintaining user database and key inventory, monitoring repairs, and training employees on use.
- Act as contact for Civilian rider program, approve CJIS compliance, and assign riders to shifts.
- Serve as the primary administrative equipment purchaser for LIDAR, TASER, BRAZOS, and ZEBRA Systems, as well as cameras, remotes, and vehicle equipment.
- Biennial shift bid – Patrol
- Serve as Vehicle Damage Log Administrator, updating and maintaining log for all divisions.
- Purchases Patrol supply, including ticket printer supplies, cones, crime scene tape, etc.
- Serve as Body-Worn Camera Administrator, which entails purchasing, encoding, training, managing serve database; further, be on 24-hour callout for critical incidents or system problems.

OTHER DUTIES AND RESPONSIBILITIES

- Equipment repair for LIDAR, TASER, BRAZOS, ZEBRA, digital cameras, and gate remotes; additionally, serve as NTTA Administrator.
- Fleet expo attendee.
- Coordinate locker assignments.
- Coordinate vehicle transport and inventory.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for Purchase Card and expenditures in amounts over \$3,500 / month in equipment and services; also, submits bids for various projects.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Associate's degree or equivalent experience.

EXPERIENCE

- At least one (1) year of previous experience organizing multiple projects and working independently to complete them.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid, Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems, such as word-processing systems, filing and records management systems, and other office procedures and terminology.
- Computer Usage: Computer hardware and software applications.

SKILLS AND ABILITIES IN

- Mechanical/Technical Maintenance: Safely operating diverse equipment, and making basic repairs to shotgun weapons systems, TASERS, and L3 Video systems, including body mics and other systems utilized by patrol.
- Computer / Troubleshooting: Completing basic troubleshooting of computer systems, including BRAZOS, ZEBRA, KEYTRAK, and mobile video.
- Basic Electrical: Providing basic repair of various battery-operated devices.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring, which includes completing complicated and detailed shift-bid process twice per year and organizing and completing equipment distribution procedures.
- Project Agility: Multi-tasking by working with multiple projects simultaneously.
- Prioritization: Selecting, from multiple options, activities to achieve a goal, which includes prioritizing projects as they are assigned.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Daily contact with outside vendors by telephone and in-person for contract fulfillment and orders. Also, daily contact with officers in and outside of the office to troubleshoot technical issues. Daily contact with city shop employees regarding vehicles.

EQUIPMENT AND PROPERTY

Mechanical and electrical repair tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to carry, grasp, handle, feel, pull, push, reach, see, sit, stand, listen, talk, and/or walk. Frequently, s/he is required to kneel, lift up to 50 pounds, and/or stoop. S/he occasionally is required to drive a vehicle or climb. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Also, various projects may involve the employee spending an extended amount of time sitting at a computer and analyzing and/or inputting data.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee may be exposed to air contamination, toxic or caustic materials, weapons, electrical devices, and motor vehicles. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.