

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Criminal Investigation Division Administrative Assistant

Full Time

SUMMARY OF ESSENTIAL DUTIES:

This position is assigned to the Criminal Investigation Division and reports to the CID Commander.

POSITION SPECIFICATIONS:

This is a non-sworn/civilian position that provides general administrative services to the Criminal Investigation Division.

- Prepare letters, memoranda, and reports that may be confidential in nature.
- Serve as the secretary to the Criminal Investigation Division Commander.
- Prepare felony, misdemeanor, and juvenile monthly reports for the division.
- Serve as the receptionist for the division and answer a multi-line phone.
- Provide general information in response to public inquiry.
- Communicate with victims, suspects, and witnesses to gather information and direct inquiries to the appropriate personnel.
- Enter investigation information into network databases.
- Prepare statistical information for the Division.
- Maintain case files on all defendants.
- Maintain the Divisional filing systems.
- Assist the Services Division and Narcotics Sections secretarial staff as required.
- Respond to routine requests for information from the Prosecuting Attorney's office and other law enforcement agencies.
- Maintain office supplies for the Criminal Investigation Division.
- Operate a variety of office equipment.
- Monitor radio traffic for the Division.
- Process all outgoing mail.
- Assist with CID felony case file preparation for prosecution by scanning, converting, and saving the case files and digital media to the records management system and to the Miller County Prosecutor's Office for the Criminal Investigative Division and BSNTF.
- Assist in scheduling sex offender registration appointments.
- Generate and distribute wanted posters for detectives.
- Coordinate submission of warrantless arrest affidavits to MCSO.
- Generate criminal histories reports on suspects for Criminal Investigative Division via ACIC.
- Generates receipts for felony case files.

- Scan digital media storage devices for threats and prior to use by the Criminal Investigation Division.
- Maintain Alcoholic Beverage Control application and permit files for Texarkana, AR.
- Coordinate with the Department of Human Services on juvenile criminal investigations.
- Coordinate with Central Records and perform warrant validations via ACIC.
- Track criminal case file status from date of arrest through case file submission to the Miller County Prosecuting Attorney's Office.
- Collect case assignment sheets for the Criminal Investigative Division and prepare the monthly report.
- All other duties as required/assigned.

MINIMUM REQUIREMENTS:

- Must be able to type 55 words per minute.
- High school diploma with training in typing and office procedures.
- Ability to communicate courteously with the public.
- Computer literacy and knowledge of Microsoft business related software.
- Ability to maintain a filing system.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position normally works within the Criminal Justice Center. Communications with people under adverse circumstances are required.

SALARY RANGE: \$39,166.40 – 49,545.60

Applications and resumes will be accepted until 5:00 p.m. on December 20th, 2024 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)-330-0059; emailed to skylar.krause@txkusa.org accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.