



City of Texarkana, Arkansas Job Announcement

216 WALNUT STREET TEXARKANA, AR 71854
CITYOFTEXARKANAAR.COM - 870-779-4997 - SKYLAR.KRAUSE@TXKUSA.ORG

POLICE DEPARTMENT FRONT DESK RECEPTIONIST (FULL-TIME)

SUMMARY OF ESSENTIAL DUTIES:

This position is assigned to the Services Division and reports to the Services Commander.

POSITION SPECIFICATIONS:

This is a non-sworn/civilian position that provides general administrative services to the Police Administrative Offices.

- Prepare letters, memoranda, and reports that may be confidential in nature.
- Serve as the receptionist for the administrative offices 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.
- Respond to routine requests for information from the public regarding Police Department functions, events, programs and other general inquiries.
- Provide accident reports to the public and generate receipts for each sale.
- Enter accident report information into network databases.
- Prepare statistical information for the agency.
- Assist with request for Freedom of Information and the associated redaction of reports.
- Respond to routine requests for information from the Prosecuting Attorney's office and other law enforcement agencies.
- Maintain office supplies for the Administrative Offices.
- Maintain department phone and address directories.
- Maintain contact information for area retired law enforcement officers for LEOSA qualification notification.
- Order and stock forms utilized by the Texarkana Police Department.
- Maintain Courtesy Accident Forms (aka Parking Lot Forms).
- Maintain unissued hard-copy citation books.
- Track issued hard-copy citation books.
- Operate a variety of office equipment.
- Process all outgoing and incoming mail.

- 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 the position is filled. Applications and resumes may also be faxed to 870)330-0059; emailed to skylar.krause@txkusa.org; or 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.