



2401 Mounds View Boulevard * Mounds View MN 55112-1499
Phone: 763 – 717-4000 * Fax 763-717-4019

April 29, 2019

To All Job Applicants:

Thank you for the interest you have shown in our Police Administrative Assistant position. **Please complete and return the following information by noon on Tuesday, May 14th:**

- City of Mounds View Application for Employment
- Attachment A – Veteran’s Preference Points Application
- Attachment B – Applicant Flow Survey
- Attachment C – Tennesen Warning
- Supplemental Questionnaire
- Cover Letter
- Resume

Once your materials have been received and the application period has closed, your materials will be reviewed and you will receive notification on whether you will continue in the hiring process.

Please submit application materials to:

City of Mounds View
Attention: Human Resources Department
2401 Mounds View Boulevard
Mounds View MN 55112

Or

763-717-4019 (FAX)

Or

Rayla.ewald@moundsviewmn.org (email)

The full-time non-exempt Police Administrative Assistant position salary range is \$20.40 – \$25.50/hour DOQ, plus benefits.

CITY OF MOUNDS VIEW POSITION DESCRIPTION

Position Title: Police Administrative Assistant
Department: Police
Accountable To: Police Chief
Status: Non-Exempt

PRIMARY OBJECTIVE OF POSITION

To perform assigned numbering, classification, filing and processing of all incoming incident reports as assigned. To staff the front desk of the police station and assist the public either in person or on the phone with inquiries.

SUPERVISION RECEIVED

Works under general direction and guidance of the Police Support Manager, Deputy Chief and Chief of Police.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform the numbering, classification, filing and processing of incoming incident reports and citations for entry into the records management system.
- Assume responsibility for specific files and/or records necessary to department operations and keeps such records and files in an up-to-date current status at all times.
- Answer phone inquiries providing assistance whenever possible and forwarding calls when required to the appropriate personnel, interact with public with walk-up reports at police station.
- Develop and maintain a good working knowledge of the criminal justice reporting system and ensures all filing and classification is done according to provided guidelines of the BCA.
- Obtain driver's license checks and criminal history profiles from the State Data Network as required and ensure all data is handled in a confidential manner.
- Update cases, following disposition by the courts and ensure all related records are brought up to date.
- Process permits to purchase.
- Process and file police department bills and receipts.
- Process data requests, accident reports, and other public information requests.
- Perform word processing of various correspondence, memos, reports and other documents as assigned, consistent with provided information and instructions.
- Fingerprint citizens as requested.
- Keep the Police Chief, Deputy Chief and/or Police Support Manager informed of matters which require immediate attention or action.
- Assumes other responsibilities as delegated.

PERIPHERAL DUTIES

- Workload is anticipated to make the best use of available working hours.
- Assigned files and records are consistently maintained in a complete and current status, and procedural changes provided by the BCA are implemented promptly.
- Good judgement control used on all communications to ensure no confidential or inappropriate data is released.
- Assists with police outreach and crime prevention programs as needed.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- (A) Must be 18 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any State;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Must be able to read and write the English language.

Education and Experience:

- (A) High school diploma or GED equivalent; and
- (B) Two years of general office, communications, or records management experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in the operation of most of the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

SPECIAL REQUIREMENTS (Must have or be able to obtain within 6 months of employment)

- Criminal Justice Data Network (CJDN) Certification
- Criminal Justice Information System (CJIS) Certification
- Knowledge of Police Records System
- Notary
- Knowledge of Zuercher Software Program

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software, police radio, phone, calculator, fax machine, copy machine.

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. Reasonable

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand walk; use hands or use fingers, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the noise level in the work environment can range from quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Approval by Chief Nate Harder- 2019/RSE



APPLICATION FOR EMPLOYMENT

(Return to)

**CITY OF MOUNDS VIEW
ATTENTION: HUMAN RESOURCES
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 55112**

An Equal Opportunity/Affirmative Action Employer

The City of Mounds View welcomes you as an applicant for employment. Your application will be considered for the position which you applied for. It is the policy and intent of the City of Mounds View to provide equal employment opportunities to all people. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance, or disability, and is consistent with the City's policy of hiring well-qualified individuals so as to maintain the high standards of public service required of all City employees. All information contained in or connected with this application will only be used in conjunction with your possible employment with the City of Mounds View. Please complete this application in its entirety. You are encouraged to attach any additional information that you would like to have the City consider in its evaluation of your training and experience.

PLEASE COMPLETE ONLINE PDF OR PRINT DOCUMENT AND PRINT IN INK

Position Applying For: _____ Department: _____

Date of Application: _____ Date Available: _____

Type Work Applied For: Full-time Part-time Seasonal Temporary

PERSONAL INFORMATION

Last Name	First Name	Middle		
Present/Permanent Address			Phone Number	Alternate Phone
City	County	State	Zip Code	

Email Address: _____

Are you a United States Citizen OR, if not, do you have permission to work in this country?
(VERIFICATION WILL BE REQUIRED) PLEASE CIRCLE: YES NO

MAINTENANCE RELATED POSITIONS ONLY

Do you have a Commercial Driver's License NO YES State _____ Exp. Date: _____

Are you at least 18 years old? YES NO

PART TIME/SEASONAL POSITIONS ONLY

List days and hours of week available to work:

EDUCATION/TRAINING

How many years of schooling have you completed (please highlight or circle highest level)																			
Grade School				High School				Undergraduate				Graduate							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1	2	MA	PHD

Type of School	Name and City of School	Degree/Certificate	Major/Minor
High School			
College/University			
College/University			
Graduate School			
Technical			
Other			

List any relevant correspondence courses, seminars, workshops and training programs you have attended.

Do you have any other experience, skills, or qualifications which would be of special benefit to the job you are applying for? Include other registrations, licenses or certificates you have, with expiration date.

Give a brief statement of why you are interested in, and feel you are qualified for, the position for which you are applying.

OFFICE EQUIPMENT/COMPUTER SOFTWARE PROGRAMS

Check Skills/ Equipment Operated			
Calculator	_____	Word Processing (please list wpm if applicable)	_____
Copier	_____	Type of Computer: IBM or Compatible	_____
Dictating Equipment	_____	Apple/Macintosh	_____
Switchboard/Console	_____	Fax Machine	_____
List computer software you use proficiently:			

EMPLOYMENT HISTORY - List employers beginning with most recent or present. Please attach additional employment history you believe would qualify you for employment with Mounds View. Do not write "see resume"

Employer	Dates Employed
Address	From
Phone Number Supervisor	To
Your Title Supervisor's Title	Hours per week
Number of Positions you supervised	Last salary
Principle Responsibilities (be complete)	Reason for leaving
	May we contact this employer?
	Yes No If no, explain

Employer	Dates Employed
Address	From
Phone Number Supervisor	To
Your Title Supervisor's Title	
Number of Positions you supervised	Hours per week
Principle Responsibilities (be complete)	Last salary
	Reason for leaving
	May we contact this employer?
	Yes No If no, explain

Employer	Dates Employed
Address	From
Phone Number Supervisor	To
Your Title Supervisor's Title	
Number of Positions you supervised	Hours per week
Principle Responsibilities (be complete)	Last salary
	Reason for leaving
	May we contact this employer?
	Yes No If no, explain

REFERENCES (give the names of three people other than relatives who can be contacted regarding your qualifications, work habits and character)

Name	Position and Relation to Your Work	Day Phone Number

Please list any relatives currently employed with the City of Mounds View.

Name _____ Relationship _____

Name _____ Relationship _____

Background Checks:

The City of Mounds View conducts criminal history background checks on all employees.

For sworn police positions, felony convictions (and certain other convictions mandated by the state licensing board for police) will automatically disqualify you from further consideration. For non-police positions, the City will look at the type of conviction and whether it is directly related to the job for which you are applying.

Candidates for positions working with children will not be selected if they have been convicted of any crime listed in the Child Protection Worker Act (Minnesota Statutes 299C.61 & 62). Generally this includes child abuse crimes, murder, manslaughter, felony level assault or any crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution related crimes.

Before any applicant (other than applicants for positions within the police or fire department) is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

MILITARY - complete this section only if you served in the armed forces

Branch of Service _____	Length of time served _____	Type of Discharge _____
Describe your duties and any special training _____		

<i>(Please refer to attachment A, Veteran's Preference Points Application)</i>		

In accordance with the Immigration Reform and Control Act of 1986, the City of Mounds View hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

Minn. Stat. Sec 518.6111 requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

The City has the right to verify information provided in this application. This application may be rejected if there are any misrepresentations made in this application, my resume, or my interview regardless of when they are discovered. I understand all of the information in this application is subject to verification. In connection with this application for employment, I authorize and consent to having City representatives conduct an inquiry into any job-related information contained in this application. I further authorize schools, former and current employers and references listed above to provide any record, reason for leaving, and all other information they may have concerning me, and I release all parties from any and all liability and claims for damage whatsoever that may result therefrom.

I understand that qualifying for regular employment is, at minimum, conditional upon a satisfactory check of references and satisfactory completion of a drug screen analysis. A copy of the City's Drug Free Workplace Policy is available upon request from the Human Resources Department. I agree to complete these tests upon receiving a conditional offer of employment. I do not know of any reason why I would not be able to perform the duties and tasks of this position as outlined in the job description.

Signature _____ Date _____

Attachment A

CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 5512

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veteran and spouses of deceased or disabled veterans. Points are awarded subject to the provisions of Minnesota Statute 43A.11. To be eligible for veteran's preference points, you must:

- 1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while service on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. Not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service.

The above information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, however we cannot award veteran's points without it.

You must supply a copy of your DD214. Disabled veterans must also supply form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preferences points must supply their marriage certification, the Veteran's DD214 and FL802 or death certificate.

Full Name _____

Are you applying for Veteran's preference points? _____ Yes _____ No

If you answered "yes" your DD214 or other documentation must be received no later than the application deadline for the position.

Veteran's Preference Points Application

Veteran _____ Self: _____ Spouse

If spouse, veteran's name: _____

Branch of Service: _____

Period of Active Duty From _____ to _____

Rank at Discharge _____

Type of Discharge _____ Final date of discharge _____

Service No. _____

Are you receiving or eligible for a military pension? _____

Do you have a compensable service-related disability? _____ Yes _____ No

Preference Requested: _____ Veteran _____ Spouse of Disabled Veteran
_____ Disabled _____ Spouse of Deceased Veteran

Your preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation _____ Is attached _____ Will be submitted no later than the deadline.

Attachment B

**CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 55112**

APPLICANT FLOW SURVEY

All applicants for positions with the City of Mounds View are requested to complete this form. Completion is voluntary and this form will not be filed with your application. It will be used by the Personnel Department to compile summary data for the purpose of completing necessary government reports relative to affirmative action and equal opportunity, and for the City's use in monitoring its recruitment process. This form may be returned under separate cover.

Title of Position: _____ Date: _____
City _____ County _____ State _____
Age Group: 16-25 26-39 40 & Over

Gender: Male Female

What Race/Ethnic Group Do You Consider Yourself?

Caucasian African American Asian American
Hispanic Native American Other

How Did You Learn About This Job?

Private Employment Agency Name: _____
Public Employment Agency Name: _____
Minneapolis Tribune
St. Paul Pioneer Press
New Brighton Bulletin
Focus
Other Local Newspapers
College/Technical School
High School
Walk-In
Mounds View Employee
Minority Group Referral
Other Source, Be Specific Name: _____

Do You Have A Disability?

No Yes - Epilepsy
Yes – Blindness Yes - Paralysis
Yes - Deafness Yes - Alcoholism
Yes - Diabetes Yes - Mental
Yes - Other _____

NOTE: UPON RECEIPT BY THE CITY, THIS FORM WILL BE IMMEDIATELY DETACHED FROM THE REST OF THE JOB APPLICATION AND KEPT IN A CONFIDENTIAL FILE SEPARATE FROM YOUR APPLICATION.

Attachment C

**CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 55112**

TENNESSEN WARNING FORM

It is the City of Mounds View's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennesen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Mounds View is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Mounds View. All data collected is considered private except for the following:

1. Your veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Mounds View. Furnishing social security numbers is voluntary for applicants to the City of Mounds View, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Mounds View in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature

Date

Police Administrative Assistant - Supplemental Questionnaire City of Mounds View – April 2019

You must complete and return this form to be considered as an applicant.
This form will be used to rank applicants – please be complete and accurate in your responses.

First Name: _____ MI: _____ Last Name _____

1. Do you have a high school diploma or equivalent? Yes No
2. Do you possess a valid Minnesota Driver's License? Yes No
3. Do you have two years of general office, communications, or records management experience?
Yes No

If yes, please explain your experience:

<u>Organization</u>	<u>Describe Duties Performed</u>	<u>Duration</u>
---------------------	----------------------------------	-----------------

4. Are you able to communicate in a second language (i.e.: ASL-American Sign Language- or speak another language than English) and/or do you have experience working with diverse populations?
Yes No

If yes, please specify your second language experience:

Please describe your experience working with diverse populations:

<u>Organization (if applicable)</u>	<u>Describe experience</u>	<u>Duration</u>
-------------------------------------	----------------------------	-----------------

Candidate Name _____

Police Administrative Assistant

Supplemental Application

Page 2

5. What do you think is the key to providing excellent customer service?

Describe how you have demonstrated excellent customer service in your past work history.
Organization Describe customer service duties Duration

6. Do you have experience working with confidential information? Yes No

Describe how you have demonstrated this in your past work history.
Organization Describe confidential information experience Duration

Candidate Name _____

Police Administrative Assistant

Supplemental Application

Page 3

7. Please list your experience with the following computer software programs and your proficiency with each program. Please list and rank any additional program experience. Please rank all programs 1 to 5, with 1 being lowest proficiency to 5 being highest proficiency.

a. Word Proficiency _____

b. Excel Proficiency _____

List other software relevant to the position which you are proficient:

c. Software _____ Proficiency _____

d. Software _____ Proficiency _____

e. Software _____ Proficiency _____

8. Do you have prior experience or knowledge of the Zuercher software program? Yes No

Describe how you have demonstrated this in your past work history.

Organization _____ Describe duties _____ Duration _____

9. Are you certified in the Criminal Justice Data Network (CJDN)? Yes No
If no, are you willing to be certified within 6 months if hired? Yes No

10. Are you certified in the Criminal Justice Information System (CJIS)? Yes No
If no, are you willing to be certified within 6 months if hired? Yes No

11. Are you a notary public? Yes No
If yes, when does your certification expire? _____
If no, are you willing to be appointed as a notary public? Yes No

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand that if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check, employment reference checks, and a hiring assessment.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Name (signature)

Date