

# Olathe Police Department

## Administrative Assistant and Municipal Court Clerk

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The Olathe Police Department Administrative Assistant and Municipal Court Clerk are two separate positions working out of the same building. You will be responsible for both positions and keeping them separate. This is a three-quarter time position; 30-32 hours per week with partial benefits.

**SUPERVISION RECEIVED:**

Reports to Olathe Police Chief and Olathe Municipal Judge

**MINIMUM REQUIREMENTS:**

- 18 years or older
- High School graduate or equivalent
- Possess and maintain valid driver's license
- Must be able to pass a complete background check
- Bilingual (preferred)

**SPECIAL REQUIREMENTS:**

Upon hiring, must attend:

- CORA training
- Court Basics I, II & III
- CCRN Conference

**Salary:** DOE

**BENEFITS:** 10 paid holidays, life insurance and vacation and sick leave at a pro-rated schedule.

**GENERAL LIST OF DUTIES:** Duties and/or responsibilities may change at any time with or without notice.

Police Department	Court (once a month)	Both PD and Court
<ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Sex offender registration</li> <li>• Police report requests (must know CORA)</li> <li>• Manage PD files</li> <li>• Create business cards</li> <li>• Take detailed messages for officers</li> <li>• Officers patrol schedule</li> <li>• Set up officer trainings</li> <li>• Dog tags</li> <li>• Upload files to the district attorney's office</li> </ul>	<ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Take payments</li> <li>• Enter municipal warrants</li> <li>• Place holds on driver licenses</li> <li>• Maintain and manage court files</li> <li>• Court/room setup</li> <li>• Prepare docket and files</li> <li>• Court docket check-in</li> <li>• Setting up municipal court trainings for yourself</li> <li>• Process and manage citations</li> <li>• Maintain defendant list</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Must be organized</b></li> <li>• <b>Must be able to multi-task</b></li> <li>• <b>Possess good interpersonal skills</b></li> <li>• Possess reasoning skills</li> <li>• General Office skills</li> <li>• Manage Court schedule</li> <li>• Manage Officer schedule</li> <li>• Janitorial</li> <li>• Knowledge and ability to work with:               <ul style="list-style-type: none"> <li>Microsoft Outlook</li> <li>Excel</li> <li>Word</li> <li>QuickBooks</li> </ul> </li> </ul>

**APPLICATION DEADLINE:** Monday, October 15, 2018 at 5:00 PM.

**\*\*NOTE:** This job description does not cover or contain a comprehensive list of duties or responsibilities that are required of this position.