



Classification: Assistant Director, Patrol Records Division

Title Code: V07901

Pay Range: 30

POSITION SUMMARY:

This is administrative work assisting the management of the Patrol Records Division. An employee in this position is responsible for providing support to the Director of the Patrol Records Division in planning and general management of all activities within the division. Confidentiality of records and other sensitive material must be maintained. The individual in this position must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides support to the division director and assists in the operation of the division; assumes responsibility of the division in the director's absence or as assigned.

Supervises assigned sections of the division; plans, assigns, coordinates, and evaluates the work of assigned personnel.

Evaluates subordinate's work performance to determine training needs, strengths and weaknesses, improve performance, and facilitates professional growth by establishing goals, objectives, and standards; counsels subordinates, if necessary, in order to bring problem areas to their attention; meets with employees and discusses observations and evaluations of their work performance.

Assists the division director with establishing, reviewing, disseminating, and monitoring progress toward division goals and objectives as related to the division's and Patrol's strategic plan.

Assists with analyzing, directing, and managing intricate computers systems (STARS, TAS/DWITS, FARS, Accident Report Auto Entry Application, Fatal Accident Statistics Tracking System, Accident Request Tracking System, etc.) as well as assisting the Division Director to review and determine enhancements to these systems.

Answers telephone and written inquiries pertaining to motor vehicle accident reporting/classification, traffic arrest/court disposition records, and computer systems managed by the division.

Prepares and maintains the division budget, keeps account of all expenditures and legislative approved spending authority, processes all invoices for payment, and files related documents.

Assists division supervisors with planning, coordinating, auditing, and directing special studies, projects, and programs in the areas of traffic arrests and accidents (e.g., Traffic Crashes pamphlet, STARS, FARS, and TAS/DWITS).

Serves as liaison with statewide law enforcement agencies, prosecutors, and courts; municipal, state, and government agencies and private entities submitting and/or receiving motor vehicle accident and traffic arrest/court disposition information.

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Prepares annual applications for federal grant funds and serves as liaison with grant funding agencies, and ensures division compliance and prepares special reports required by each granting authority.

Assists with managing the process of collecting fees associated with dissemination of motor vehicle accident reports and other data, as well as monitoring entries made by Patrol personnel into the Accident Request Tracking System. Provide training to Patrol personnel on the tracking system and procedures for reconciling fee ledgers.

Serves as a liaison to vendors in relation to revising, editing, ordering, and printing of statewide accident report forms and related documents in addition to Uniform Citations. Takes the necessary measures to secure orders for such material.

Assists with filling the Division's vacant full-time and temporary positions by completing interviews, background investigations, and ensuring the proper paperwork is filed.

Assists in developing and teaching accident reporting/classification to Patrol employees, law enforcement agencies, and training center instructors statewide.

Assists in writing draft legislation and/or changes to Code of State Regulation relating to the Patrol Records Division. Reviews special orders and general orders making necessary changes as needed, and prepares responses to legislative fiscal notes and bill reviews assigned to the division.

Prepares written correspondence, reports, statistics, and analytical information for the division director, Patrol components, and command staff. Reviews outgoing division correspondence and information.

Researches new federal programs/grants that they may be beneficial to the division or Patrol.

Monitors expiration of division office equipment service agreements and takes necessary measures to renew agreements as necessary. Monitors division equipment and take measures to upgrade equipment when necessary.

Performs job related travel as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of Patrol policies, procedures, rules, and regulations.

Extensive of the Sunshine Law, juvenile laws, and other state/federal laws, and Patrol policies/procedures relating to the collection, dissemination, and reporting of arrest/court disposition and motor vehicle crash records/data and their corresponding databases.

Extensive knowledge of principles and techniques of supervision.

Extensive knowledge of national standards for the classification of motor vehicle traffic accidents.

Extensive knowledge of the general procedures and the basic duties of Patrol Records Division personnel.

Working knowledge of the AS/400 or similar PC program.

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Working knowledge of modern office procedures and practices.

Working knowledge of time analysis and workflow studies.

Working knowledge of accounting and budget principles.

Working knowledge of motor vehicle crash, arrest, and court disposition statistical information used in various publications and reports. Ability to compile and manipulate statistical data for the development of pamphlets, booklets, and other statistical data.

Working knowledge of the statewide criminal justice system.

Working knowledge of Microsoft Word, Excel, and Powerpoint; Lotus Notes, and Sam II Financial.

Working knowledge of state purchasing/procurement procedures and regulations.

Ability to evaluate the effectiveness of training programs, changes, and enhancements to computer systems, changes to various reporting documents, etc.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to learn the general procedures and the basic duties of the personnel working in traffic accident classification and arrest records.

Ability to make decisions in accordance with laws, policies, and regulations established by the Patrol and the State of Missouri.

Ability to effectively plan, develop, and organize materials for training purposes.

Ability to train others in a classroom or one-on-one setting.

Ability to calculate figures and establish budgetary constraints.

Ability to effectively plan, delegate, and supervise the work of others.

Ability to establish and maintain records (both electronic and hardcopy).

Ability to ensure projects, assignments, and tasks are completed in a timely manner.

Ability to exercise judgment and discretion.

Ability to work independently.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to perform work-related travel, when required.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to understand and follow instructions.

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Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university in a field closely related to the assigned division's purpose and function

AND

Seven years of progressively responsible work experience in a closely related field. (Graduate work in a closely related field from an accredited college or university may be substituted on a year-for-year basis for up to two years of the required experience. Responsible supervisory work in a closely related field may be substituted on a year-for-year basis for the formal education requirement.) At least two years of work experience must be at a supervisory level.

NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Obtain all certifications and/or complete all required training provided by accredited associations necessary for the division's successful function within 12 months of appointment, or as soon as scheduling will allow.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.