

Job Title: Law Enforcement Assistant and Municipal Court Clerk (Non-Represented Position)

Location/Department: Spooner Police Department, 221 Elm Street, Spooner

Supervised By: Chief of Police

Draft Revision Date: June 2, 2026

Job Class/Status: Nonexempt, Full-time Employee

Total Hours per Week: 40.0 hours

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official law enforcement and municipal court records, providing administrative support to the Chief of Police, Spooner PD Department and Spooner Municipal Court while assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION EXERCISED:

Normally this position is not responsible for the supervision of any employees.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

The following are illustrative of the essential duties and responsibilities of the position. Additional duties may be assigned from time to time by the Chief of Police or Captain.

Accounting:

1. Collects payments, fines, and tickets and maintains payment records, including utilizing collection systems outside the agency.
2. Accumulates, calculates, posts, balances and reconciles data for specific accounts; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
3. Prepares periodic financial, statistical or operations reports for regulatory agencies, committee/council, or other partner agencies as assigned.
4. Performs other clerical and bookkeeping duties as assigned by the supervisor.

Clerical:

1. Assists in the acceptance and responses to written/oral complaints regarding general law enforcement actions and activities and City Code violations.
2. Utilizes Municipal Court RMS system to maintain court records, citation court payments and statistics.
3. Assists with editing and processing of completed reports for approval in the RMS system, including processing video footage and documentation of reports.
4. Gathers, interprets, and prepares data for studies, reports and recommendations for supervisor.
5. Provides professional input to supervisors.
6. Communicates official plans, policies and procedures to the general public.
7. Performs routine clerical and administrative work in answering phones, receiving the public and providing friendly and patient customer assistance. Answers in-coming calls, transfers calls or provides information as required.
8. Provide and assist public records requests and information to citizens, civic groups, the media and other agencies as requested.
9. Provides administrative assistance in meeting management, assembles background materials, prepares committee minutes and distribution of materials, as required. Prepares and records notices as necessary along with monthly Chief report.

10. Works under the direction of the Municipal Court Judge and Spooner City Attorney to conduct court business. Assists in the development of notices and other informational materials about programs, services, and meetings.
11. Processes citations in state Tracs system while providing necessary reports and documentation in court system.
12. Maintaining and filing of all court citations and records.
13. Processes caseload for municipal court sessions; record and process dispositions for the same.
14. Assists with Facebook page.
15. Completes monthly and year-end court reports.

General:

1. Greets and assist persons with law enforcement requests in a courteous and professional manner and contacts officers for further assistance.
2. Answers phones for PD and Municipal Court related activities, providing assistance if possible, contacting officer if additional follow up is necessary.
3. Dispatch officer(s) for calls for service or complaints via police radio. Contacts and communicates with outside agencies when needed.
4. Performs duties as required by federal, state and/or municipal law.
5. Assists officers with cases, if requested.
6. Other duties as assigned.

QUALIFICATIONS FOR POSITION:

1. Must have the ability to maintain clerical records and prepare reports.
2. Must possess an excellent oral and written understanding of the English language with the ability to follow oral and written instructions.
3. Must possess strong interpersonal skills, organization skills, mental alertness, tact, courtesy and the ability to get along well with others.
4. Must possess clerical aptitude, good judgment, honesty, commitment, accuracy, discretion and integrity and the ability to work under pressure and/or frequent interruptions.
5. Must have the ability to establish and maintain effective working relationships with city officials, employees, external partners (i.e. Washburn County Human Services, Washburn County District Attorney's Office, etc.) and the general public.
6. Must possess the ability to handle stressful situations.
7. Ability to work in an office environment, organize and complete a multitude of tasks responsibly with independence and discretion.
8. Knowledge of office terminology and procedures with the ability to operate a varying range of office equipment as well as operating a multiple line telephone system and computer.
9. Ability to perform proficient computer operations in software programs and word processing, spreadsheets and document publication with the capability to learn the use of software for: partner law enforcement agencies, state or federal agencies.

EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE:

1. Progressively responsible experience in law enforcement, general office work or municipal government office as well as administration experience. Any equivalent combination of training and experience that provides the required knowledge and abilities.
2. Requires an Associate Degree in Law Enforcement, Business, Accounting or related field. Basic business skills or any equivalent combination of experience and training which provide the required knowledge, skills and abilities will be considered.

COMPUTER PROGRAMS CURRENTLY USED:

- ❖ TRACS
- ❖ RMS
- ❖ Word
- ❖ Excel
- ❖ Internet Explorer/Google Chrome
- ❖ Gmail

