

GRADE: 7NE

POSITION TITLE: ASSOCIATE POLICE PLANNER
DEPARTMENT: PLANNING & RESEARCH
BUREAU: OFFICE OF THE CHIEF

REPORTS TO: DIRECTOR, PLANNING & RESEARCH
SUPERVISES: NONE

POSITION SUMMARY: Performs general duties to support and assist in the preparation of written Department policies and procedures, analytical studies, statistical reports and evaluations of Department programs, policies and/or procedures for the St. Louis Metropolitan Police Department.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Assists in maintaining the Department's historical projects, special orders and Police Manual files.
- 2) Responds to inquiries from outside agencies and citizens seeking information; coordinates information and resources to address requests.
- 3) Assists in updating Departmental general and special orders, as well as schedules of law violations and other directives concerning policies and procedures.
- 4) Generates Department forms, newsletters, charts, informational packets, signs, etc., upon request.
- 5) Assembles, compiles and tabulates statistical and other data utilized to prepare reports.
- 6) Establishes and maintains records and files.
- 7) Assists in the development and execution of police planning projects.
- 8) May perform portions of the work of higher classified positions occasionally, as assigned.
- 9) Comply with revisions from time to time after mutual consultation.

Marginal Functions:

Physical/Visual Activities or Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Sitting, Standing, Walking, Hearing, Talking.
- 2) Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office environment.

POSITION QUALIFICATION REQUIREMENTS:

Education: High School Degree or Equivalent.

Knowledge: Must have a working knowledge of Adobe Acrobat and the Windows Office Suite; including Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Experience: A minimum of one to two years of office experience. Must be able to demonstrate

sound organizational skills and must be proficient in the use of personal computers.

Skills and Abilities which may be representative but not inclusive of those commonly associated with this position:

- 1) Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
- 2) Ability to establish and maintain cooperative working relationships with associates, superiors and others involved with the work of the agency.
- 3) Ability to apply common sense understanding to carry out instructions furnished orally or in writing.
- 4) Ability to provide effective, professional communications, both orally and in writing.
- 5) Ability to analyze problems and find solutions using creativity, and sound judgment.
- 6) Ability to use own initiative and work independently without close supervision.
- 7) Ability to exercise extreme discretion regarding confidential information.
- 8) Ability to read and interpret Federal, State and Municipal laws, rules and regulations, and apply them to contemporary issues in policing.
- 9) Ability to assemble, interpret and analyze data and information to prepare reports.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position:

Personal Computer, Copy Machine, Facsimile Machine, Telephone.

License(s)/Certification(s) Required: None Required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by
MG: 8/09			