



ADMINISTRATIVE SERVICES SPECIALIST

*Milwaukee Police Department
Sensitive Crimes Division*

This position is exempt from civil service.

PURPOSE:

The Administrative Services Specialist serves in a civilian capacity as a liaison for the Milwaukee Police Department to facilitate immediate linkage and improve access to community resources for victims of intimate partner violence and sexual assaults. The Administrative Services Specialist also increases victim participation in the court system, assists in strengthening evidence-based prosecution, and improves victim access to the Police Department victim services and the court system.

ESSENTIAL FUNCTIONS:

- Assess clients for emergency needs and refer them to the appropriate agencies, including assisting with the identification of and access to appropriate community resources during the criminal investigation and prosecution. Provide ongoing services as needed.
- Provide services by telephone and in person at victims' homes and at other community sites as required.
- Work with the criminal justice system, other systems, and various community agencies to coordinate services for clients.
- Develop personal safety plans with clients, and provide transportation when appropriate.
- Share information with the Milwaukee County District Attorney's Office and system partners. Maintain regular communication with community providers and agencies.
- Document contacts and services provided, and keep accurate program records.
- Attend program staff meetings and client update sessions.
- Attend local community meetings.

CONDITIONS OF EMPLOYMENT:

The person in this position must be willing to occasionally work outside of standard business hours as required by the needs of the department.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in social work, criminal justice, psychology, or a related field from an accredited college or university.
2. Two years of advocacy case management, social work, or closely related experience.
 - *Equivalent combinations of education and experience may be considered.*
3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience in law enforcement setting.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of individual and group behavior.
- Knowledge of system-based advocacy.

Administrative Services Specialist (MPD, Sensitive Crimes Division)

- Knowledge of community organizations that provide services for victims of intimate partner violence and sexual assault.
- Ability to read and interpret work-related documents.
- Oral communication skills.
- Written communication skills, including the ability to write reports and business correspondence.
- Proficiency using the Microsoft Office Suite.
- Ability to work effectively with both civilian and sworn personnel in a multi-level, multi-cultural environment as well as with representatives of other governmental entities, community agencies, and the public.
- Ability to establish trust and communicate sensitively and tactfully with victims and witnesses of crimes who may be distraught or agitated.
- Ability to maintain confidentiality and serve the public with professionalism, honesty, and integrity.
- Ability to analyze and solve complex, sensitive problems.
- Ability to make independent decisions and exercise sound judgment.
- Ability to remain calm and think clearly during crisis situations.
- Ability to coordinate and prioritize work activities, document activities, and maintain accurate records.

SALARY (2BN):

The current annual starting salary is **\$37,425** for City of Milwaukee residents or **\$36,507** for non-residents. Appointment above the minimum is possible.

SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written test, interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make a hiring decision. The selected candidate must undergo a background investigation, drug screen and medical examination. The selection process will be held as soon as practical after **August 15, 2014**.

APPLICATION PROCEDURE:

- ◆ ***APPLICATIONS MAY BE OBTAINED:*** in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.
- ◆ ***APPLICATIONS SHOULD BE RETURNED:*** to ***Katrina Whittley, Human Resources Analyst, Milwaukee Police Department, Human Resources Division, 749 West State Street, Room 427, Milwaukee WI 53233.*** Receipt of applications may be discontinued at any time without prior notice; however, recruitment may continue until the needs of the Department have been met. College transcripts are required and may be either attached to the application or sent to Katrina Whittley at the address shown above.