



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: March 11, 2025

Title of Item: Recommendation from the Consultant - VCET Admin Assistant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The VCET Administrative Assistant job description is attached. The consultant recommends the position be classified at Grade 5.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 5 for the VCET Administrative Assistant.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Policy provides a \$1/hour or 5% wage increase, whichever is greater.		

Legally binding agreements must have County Attorney approval prior to submission.



VIOLENT CRIME ENFORCEMENT TEAM (VCET) ADMINISTRATIVE ASSISTANT - CONFIDENTIAL

This is a grant-funded position.

Department Sheriff's Office
Grade Grade 5
Reports to AIM VCET Commander or Designee
FLSA Status Non-exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Manager.

Job Summary

To provide administrative and analytical support to the AIM VCET Task Force Commander, Sergeants, and Investigators by performing a wide variety of responsible, routine and complex confidential administrative, office, and analytical/research duties. This position is responsible for maintaining, coordinating and implementing administrative and analysis responsibilities and maintaining current/accurate databases with specialized information in a highly confidential environment. This position serves as the primary resource for all unit personnel and manages all office support functions and projects within the unit.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are able to work independently, and may at times be physically removed from their supervisor and are subject to periodic supervisory checks.

Receives technical direction from the County Attorney's office on civil process form and procedure.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. **Manages Office Operations:** Oversees office functions for AIMVCET, including preparing correspondence, reports, and statistical documents; maintaining records and files using computer applications; and coordinating AIMVCET Board meetings.



Position Description

2. **Administrative Support:** Answers phones, receives tip-line calls, orders supplies, monitors equipment needs, schedules appointments, maintains calendars, and writes/edit documents. Serves as a notary public.
 3. **Financial Management:** Maintains and balances AIMVCET budgets, processes invoices, prepares deposits, reconciles bank statements, and manages payments and financial reporting through County Financial System (IFS) and EGrants systems.
 4. **Data Analysis and Reporting:** Researches, gathers, and analyzes information to prepare statistical, financial, and administrative reports. Assists in managing grant applications and monitors grant compliance.
 5. **Forfeiture Case Management:** Manages forfeiture case files, ensures proper service of forms, tracks inventory of forfeited property, coordinates auctions, processes payments, and enters data into SAFES notification systems.
 6. **Investigative Support:** Provides data analysis support for investigations, utilizing specialized software to generate reports, presentations, and other tools to communicate findings.
 7. **Special Projects:** Researches, organizes, and analyzes data for special projects, ensuring timely and accurate completion.
 8. **Information Gathering:** Conducts database and records searches on suspect identification, crime patterns, stolen property, and other investigative needs. Analyzes social media and communication activity to identify potential suspects and targets.
 9. **Stakeholder Collaboration:** Builds and maintains relationships with local, state, and federal entities to share information and support AIMVCET's mission.
 10. **Crime Analysis Development:** Monitors advancements in crime analysis methods and applies innovative techniques to enhance agency capabilities.
 11. **Database Management:** Enters and tracks information in systems like ATF E-Trace, E-Share, and RISS Safe De-confliction. Collects and maintains data for statistical reports and audits.
 12. **Confidential Records Management:** Maintains confidential informant files, tracks buy funds, and completes routine audits with the Commander.
 13. **Regulatory Compliance:** Ensures compliance with state, federal, and organizational reporting requirements for various programs, including VCET insurance applications and operational audits.
 14. **Meeting Coordination:** Schedules and organizes meetings, including VCET Advisory Board meetings, prepares agendas, takes minutes, and represents leadership in internal and external meetings.
 15. **Training and Grant Support:** Assists in VCET grant applications, attends Office of Justice Programs (OJP) trainings, and supports presentations as needed.
 16. **Recordkeeping and File Maintenance:** Maintains organized physical and electronic filing systems to ensure efficient retrieval and accuracy of records.
 17. **Training and Development:** Participates in training programs to stay updated on best practices and organizational needs.
- Performs other related duties as assigned or apparent.



Position Description

Minimum Qualifications

Two years of post-secondary education with courses in computer, communication, and office skills, plus two or more years of related experience; or equivalent combination of education and experience. Office experience in law enforcement or a criminal justice setting is preferred. Typing speed of 50 w.p.m. or higher. Must have the ability to focus and work productively with continual interruptions. Must be self-motivated and able to make decisions, effectively prioritize workload, handle multiple tasks simultaneously, and work independently with minimal supervision.

Proficiency in Microsoft Word, Excel and PowerPoint.

Valid Minnesota driver's license required. Employment reference checks, drug test, and a criminal background check will be performed as part of the pre-employment process.

Must be able to obtain MN notary within three months of initial employment.

Criminal Justice Info Service (CJIS) Certificate issued by Bureau of Criminal Apprehension (BCA) preferred at time of hire, but not required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Modern office procedures and practices.
4. Clerical procedures necessary to process, sort, verify and file documents or other material in accordance with departmental office procedures.
5. Business English, spelling, grammar and punctuation.
6. Basic math.
7. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
8. Data practices law and policies.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 50 net words per minute without errors.
3. Analytical and problem solving skills.
4. Independent decision-making skills.
5. Reading, writing, and speaking English proficiently. Writing sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.
6. Strong computer skills. Considerable knowledge of Microsoft Excel.
7. Performance of arithmetic computations for budgeting purposes.
8. Preparing and comprehending legal documents.



Position Description

9. Time management, organization, multi-tasking, and prioritizing work.
10. Communications including proper grammar, sufficient to respond to telephone and in-person questions, complaints and requests without prejudice or ridicule that will assure prompt and reliable service to the public based on established departmental policies and procedures

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Use discretion in handling and maintain a high degree of data privacy and confidentiality.
3. Handle multiple tasks simultaneously with a high degree of accuracy.
4. Ability to work with budget and statistics.
5. Work independently, exercise good judgment, and meet deadlines.
6. Exercise independent judgment, strong communication skills, time management and organizational skills in developing work methods and operating procedures in order to implement departmental activities and policies and perform duties under emergency situations.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):



Position Description

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Position Description

Our Vision: We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism

1-22-2025