

TO ALL JOB APPLICANTS:

Thank you for the interest you have shown in our Police Receptionist position. The following information must be completed and returned to me by 4:30 PM, Thursday, June 30, 2016:

- City application
- Supplemental application form

City of Blaine
ATTN: Human Resources
10801 Town Square Drive
Blaine, MN 55449

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at 785-6109.
(784-6700 TTD)

CITY OF BLAINE

SUPPLEMENTAL APPLICATION FORM

Police Receptionist

This supplemental application form was developed specifically for the position named above and will be used to obtain enough job-related information to select the best-qualified applicants to continue in the selection process.

Completion of this form is a **requirement** of the examination process and must be submitted with your application. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Continuation in the selection process will be based on information supplied in the supplemental application form and the regular application form. Having all of the minimum qualifications does not guarantee that you will be selected to continue in the process.

Be sure to answer all the questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. Omitted information cannot be considered or assumed.

**CITY OF BLAINE
SUPPLEMENTAL APPLICATION
Police Receptionist**

TO ALL JOB APPLICANTS: COMPLETION OF THIS SUPPLEMENT IS REQUIRED AS PART OF THE CITY'S EMPLOYMENT PROCESS. YOU MAY ATTACH ADDITIONAL SHEETS OF PAPER AS NEEDED.

- 1. Have you obtained your High School Diploma or GED? **YES NO**
- 2. Do you have at least two years reception and/or clerical experience with a Police Department? **YES NO**

IF YES, describe your experience. Be Specific, including number of years, name of employer and specific job duties.

- 3. Do you have at least two years experience utilizing Microsoft Office or similar software program? **YES NO**

IF YES, please describe including names of software programs and years of experience.

- 4. Are you certified in Minnesota Criminal Justice Information Systems? **YES NO**
- 5. Do you have any advanced secretarial training from a business college or vocational institution? **YES NO**

IF YES:

- Name of post-secondary school which you attended: _____
- Area of study (accounting, bookkeeping, etc) _____
- Did you graduate? **YES NO**
- How many years did you complete in this program? _____
- Types/Names of courses: _____

6. Describe your experience in document imaging. **Be Specific, including number of years, name of employer and specific job duties (including volume).**

7. Describe your experience working with MN Data Practices Act including processing request for data and releasing data. **Be specific, including name of employer, years of experience, and specific experience in this area.**

8. Describe your switchboard experience. **Be Specific, including number of phone lines, name of employer and years of experience.**

9. Describe your experience working with records retention guidelines and schedules. **Be specific, including name of employer, years of experience, and specific experience in this area.**

10. Describe your experience working with dictation equipment. **Be specific, including name of employer, years of experience, frequency of use, and specific experience in this area.**

SIGNATURE

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or any time in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. §43A.39.

In connection with this application for employment, I authorize the City of Blaine and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Blaine and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this supplemental application or information provided is true and complete and hereby acknowledge that I have read and I understand the above.

Signature (Do not print) _____ Date _____

THE CITY OF BLAINE, MINNESOTA
ANNOUNCES AN OPENING FOR A FULL-TIME
POLICE RECEPTIONIST

SALARY

\$23.27 - \$27.28 per hour, Grade 6 of the 2016 Compensation Plan.

POSITION SUMMARY

Under general supervision and direction of the Support Services Manager, this person provides reception and clerical support to the Police Department. Responsibilities include answering and directing incoming calls, receiving visitors, and providing information to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first line of contact with members of the public.
2. Receive and route calls for department and take messages as required.
3. Provide information, explanation, and assistance to the public and other employees via telephone, mail, fax, and in person.
4. Receive, process, and release various applications, permits, and requests for copies of reports, collecting necessary fees and ID requirements.
5. Distribute data according to the standards set forth in the MN Data Practices Act.
6. Prepare weekly media reports for distribution to media and staff.
7. Monitor and perform various assigned tasks in conjunction with other divisions of the police department.
8. Perform Imaging tasks in accordance with record management program.
9. Perform other tasks as assigned.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. High ability to perform clerical work requiring confidentiality, concentration, organization, and judgment in interpreting practices and procedures to meet problems.
2. Proficient in the use of switchboard functions and operations.
3. Knowledge of record management, record retention, and laserfiche techniques.
4. Skilled in dealing with hostile or upset customers.
5. Ability to maintain confidentiality and professionalism in stressful situations.
6. Skill and efficiency in the operation of Microsoft Office software, or similar, and dictation equipment.
7. Ability to deal confidently and effectively with members of the public, both in person and via telephone.
8. Ability to communicate effectively, in English, both verbally and in writing.
9. Ability to spell and punctuate proficiently.
10. High ability to work with others, including coworkers or members of the public, in a professional and courteous manner.

MINIMUM REQUIREMENTS

1. High school diploma or GED.
2. Two years of reception and/or clerical experience with a police department.
3. Two years experience utilizing Microsoft Office or similar software program.
4. Minnesota Criminal Justice Information Systems (CJIS) Certification within six months of employment.

PREFERRED REQUIREMENTS

1. Advanced secretarial training from business college or vocational institution.
2. Minnesota Criminal Justice Information System (CJIS) certified.
3. One year document imaging experience.
4. One year experience working with MN Data Practices Act.

CONDITIONS OF EMPLOYMENT: Offer of employment is contingent upon successful completion of a comprehensive background check and drivers check.

APPLICATIONS: Application materials can be obtained at the Human Resources Office at Blaine City Hall, 10801 Town Square Drive, Blaine, MN 55449, (763) 717-2679, or www.ci.blaine.mn.us. Applications must be received by 4:30 PM, Thursday, June 30, 2016.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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

**Americans With Disabilities Act
Physical and Environmental Job Factors**

Physical Factors	Code	Task Numbers	Environmental Factors	Code	Task Numbers
Standing Stationary	V	A1-6, B1-5	Work Alone	V	A1-6, B1-5
Moving About	O	A1-6, B1-5	Work With Others	F	A1-6, B1-5
Sitting	C	A1-6, B1-5	Work Around Others	C	A1-6, B1-5
Physical Strengths and Demands			Public Contact	C	A1-6, B1-5
Lifting-Push & Pull While Stationary			Shift Work		
<i>Sedentary-up to 10 lbs</i>	O	A1-6, B1-5	Extended Day	O	A1-6, B1-5
<i>Light Work-11 to 20 lbs</i>	V	A1-6, B1-5	Inside	C	A1-6, B1-5
<i>Medium Work-21 to 50 lbs</i>			Outside		
<i>Heavy Work-51 to 100 lbs</i>			Confined Area		
<i>Very Heavy-over 100 lbs</i>			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
<i>Sedentary-up to 10 lbs</i>	V	A1-6, B1-5	Wet and/or Humid		
<i>Light Work-11 to 20 lbs</i>	V	A1-6, B1-5	Noise	F	A1-6, B1-5
<i>Medium Work-21 to 50 lbs</i>			Vibration	V	A1-6, B1-5
<i>Heavy Work-51 to 100 lbs</i>			Mechanical Equipment		
<i>Very Heavy-over 100 lbs</i>			Electrical Equipment		
Climbing			Pressurized Equipment		
Balancing	V	A1-6, B1-5	Burning Material/Equip		
Stooping	O	A1-6, B1-5	Explosive Material/Eq		
Kneeling			Radiant Energy		
Crouching			Moving Objects		
Crawling			High Places		
Reaching	O	A1-6, B1-5	Fumes/Odors		
Twisting - Sitting	F	A1-6, B1-5	Dirt/Dust		
Twisting - Standing	V	A1-6, B1-5	Gases		
Handling	F	A1-6, B1-5	Poor Ventilation		
Fingering	C	A1-6, B1-5	Computer Equipment	C	A1-6, B1-5
Feeling	F	A1-6, B1-5	Other (specify)		
Talking	F	A1-6, B1-5			
Hearing	C	A1-6, B1-5			
Seeing - Near Vision	C	A1-6, B1-5			
Seeing - Far Vision	C	A1-6, B1-5			
Seeing - Depth Perception	C	A1-6, B1-5			
Seeing - Accommodation	C	A1-6, B1-5			
Seeing - Color Vision	O	A1-6, B1-5			
Seeing - Field of Vision	C	A1-6, B1-5			
Smelling	V	A1-6, B1-5			
Walking	O	A1-6, B1-5			
Reading	C	A1-6, B1-5			
Driving					
Other (specify)					
Other (specify)					
			Codes: Blank - Not Present V = Very Infrequent - 1 to 2 times a week O = Occasional - Up to 1/3 of time a week F = Frequent - 1/3 to 2/3 of time C = Constant - More than 2/3 of time		