

**TO PROSPECTIVE APPLICANTS FOR THE
CITY OF MEDINA POLICE DEPARTMENT OFFICE ASSISTANT**

Application materials required for this position include the following items:

- Cover Letter
 - One-page, single-spaced. Include a statement or paragraph addressing why you would be the best candidate for this position.
- Resume
- Completed Application
- Supplemental Application
- Veteran's Preference Form

The application will be disqualified if any of the above information is not submitted or is incomplete.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Ability to type accurately at 65 wpm and have working knowledge of personal computers, word processing typewriters, and word processing software and transcription/dictation equipment.

DESIRABLE QUALIFICATIONS

- Two-year degree in administrative assistant, executive secretary, office management or related program.
- Previous clerical or secretarial experience in a municipal police department or comparable public agency.

The application will also be disqualified if the applicant does not meet the minimum qualifications for the position listed above. Finalists will be required to produce transcripts prior to appointment.

Deadline for Application Packets: The position is open until filled with first review of applications on **Friday, December 13, 2024.**

Email completed application to: caitlyn.walker@medinamn.gov

or

Mail completed application to:

Caitlyn Walker
CITY OF MEDINA
2052 County Road 24
Medina, MN 55340-9790

Questions regarding the materials or hiring process should be directed to:
Caitlyn Walker, City Clerk at (763) 473-8850 or caitlyn.walker@medinamn.gov

Profile of the City of Medina

The City of Medina has been an incorporated city since 1974 and has a population of about 7,600 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina's commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor. Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.).

Twenty-six full-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Works Director, Planning Director, Finance Director and Police Chief/Public Safety Director.

The Police Department consists of 12 licensed officers, one full-time administrative assistant, one full-time office assistant, and two part-time community service officers. Of the 12 licensed officers, the department has a chief, two sergeants, seven patrol officers, an investigator, and a member on the West Metro Drug Taskforce. The Police Department responds to calls for service and all types of emergency situations throughout the City of Medina and Loretto.

Summary of Benefits and Wages

The City believes strongly in attracting and retaining quality employees. The full salary range for this position is \$23.94-\$33.73 per hour, DOQ. In addition, Medina offers one of the richest, best benefit packages amongst cities within our class size. The City pays 100% of the health insurance premium for full-time employees electing single coverage and up to \$1,753 per month for full-time employees electing family coverage. Additionally, the City contributes \$3,000 annually toward the employee's HRA or HSA account. The City also pays for 100% of the single and family dental policy, 100% of the employee long term disability policy, and pays a life insurance premium for a \$30,000 term life policy. Retirement plan is contributed through MN PERA (Public Employee Retirement Association).

City of Medina Position Description
Office Assistant

Position Title: Office Assistant
Department: Police
Supervisor's Title: Police Chief

Pay Grade: Step 1-2
FLSA Status: NON-EXEMPT
Work Status: Full-Time

PRIMARY OBJECTIVE OF POSITION

Performs non-supervisory transcription duties and clerical work to support and assist the administration of the police department. Processes a variety of reports and related documents for the police department. This position serves as a confidential employee. This position will back up the full-time administrative assistant.

ESSENTIAL FUNCTIONS OF POSITION

- Transcribes and prepares dictated police reports.
- Transcribes and prepares victim, witness, and suspect statements.
- Submits reports to the concerned officers for their final review.
- Submits to administrative staff to forward to appropriate prosecuting authority.
- Code verbal and written warnings in RMS.
- Receives telephone calls and either personally responds or refers to appropriate person.
- Receives calls for service and notifies officer on duty by telephone or radio.
- Receives visitors at front counter and either handles personally or refers to an officer for action.
- Assists the public in completing forms, explains basic regulations and laws, and searches files for information.
- Fills out, makes copies and submits a variety of required and other forms and reports.
- Drafts routine correspondence, designs publications, and creates forms in word processing and spreadsheet software.
- Maintains a filing system that is accessible and easy to use.
- Photocopies and submits arrest information to appropriate attorney's offices, court administration and other county agencies, and other affected criminal justice agencies.
- Operates state computer system.
- Responds to requests from insurance companies for reports and photos; refers to county as necessary.
- Assesses and collects fees for reports, duplicate records, impound release, and hunting and burn permits; maintains and balances petty cash fund.
- Plans and coordinates city events such as Medina City Celebration Day, the annual employee appreciation event, and other police department events.
- Maintains police department city website content and social media accounts.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other duties as delegated by supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Commits to creating and maintaining a healthy workplace culture by following the City of Medina's core values, which include teamwork, trust, professionalism, and communication.
- Cross training in other police functions.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform secretarial work such as typing, data entry, use of dictation equipment.
- Transcribing skills, ability to keyboard with sufficient speed and accuracy. (65 words a minute)
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to produce timely work products with 100% completeness and accuracy.

City of Medina Position Description
ADMINISTRATIVE ASSISTANT

- Ability to establish effective work relationships and communicate (verbally and in writing) with other employees, other law enforcement agencies, and the general public with courtesy and an appropriate degree of tact.
- Ability to understand and follow verbal and written instructions.
- Ability to organize assignments, prioritize tasks and independently complete work in a timely manner including during stressful situations and under deadlines.
- Knowledge of the department's operations and structure.
- Knowledge of the City's operations and structure.
- Knowledge of office and secretarial standards and practices.
- Knowledge of proper spelling, business English, grammar, and basic legal and medical terminology.
- Knowledge of the state computer systems.
- Ability to fill out necessary reports and forms.
- Ability to deal with irate and difficult customers over the phone and in person.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Ability to stand, walk, or sit for extended periods of time and perform physical movements such as twisting and turning at computer, files, and while answering the phone.
- Ability to perform repetitive movements and use fine motor skills.
- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.
- Ability to exercise judgment and decisiveness according to established procedures; and
- Ability to refer unusual situations to supervisory employees.

Machines, tools, and equipment used: Computer, transcriber, copier, fax, telephone, calculator, transcription equipment, and police radio system.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Ability to type accurately at 65 wpm and have working knowledge of personal computers, word processing typewriters, and word processing software and transcription/dictation equipment.

DESIRABLE QUALIFICATIONS

- Two-year degree in administrative assistant, executive secretary, office management or related program.
- Previous clerical or secretarial experience in a municipal police department or comparable public agency.

WORKING CONDITIONS

Most work is performed indoor at police department. The exception is trips to meetings and training. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.



You must complete this application fully, even if information is duplicated on a resume or cover letter. Falsified or misleading statements on this application may be grounds for disqualifying you from being further considered for employment with the City of Medina.

How did you learn about this position? (Optional) (Please circle one)

Newspaper/Publication: Crow River News LMC Cities Bulletin City Website Other: _____

EMPLOYMENT DESIRED			
Title of Position Applying For		Date Available for Work	Salary/Wage Required
Available to work: Full-time Part-time Temporary Seasonal (Check one)			

PERSONAL INFORMATION			
First Name	Last Name		Middle Name
Current Mailing Address		City	State
			Zip Code
Phone Number	Email address:		

Are you at least 18 years of age? NO YES

Are you a U.S. Citizen or legally eligible to work in the U.S.?
(If hired, you will be required to provide documentation that you are eligible to work) NO YES

Have you filed an application with the City of Medina previously? NO YES If yes, give date(s)

Have you ever been employed by the City of Medina previously? NO YES If yes, give date(s)

Request for Accommodation

If you require assistance in the hiring process because of a special need, please contact the City Administrator at the City to make a specific request for reasonable accommodation.

*****List the most recent (or current) employer first, then next most recent, and so forth.*****

WORK EXPERIENCE		<i>Employer 1</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked per Week		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 2</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked per Week		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 3</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked Per Week		
Reason for Leaving		

EDUCATION

Did you graduate from high school or receive a GED? YES NO

Name and Location of School/Program attended: _____

Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES NO		
	YES NO		
	YES NO		

REFERENCES

Please list three individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.

Name and Occupation	Present Address	Phone Number

ACKNOWLEDGEMENT

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature _____ Date _____



IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.



Supplemental Application

Applicant Name: _____

INSTRUCTIONS: Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

NOTICE TO APPLICANT: Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

Name/Social Security Number (SSN): Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

License Information: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

Social Security Number (Optional): _____

DRIVER'S LICENSE/RECORD

Driver's License Number: _____ State: _____ Expiration Date: _____

Class: _____ A _____ B _____ D _____ CDL

List any endorsements: _____

Do you have a clean driving record? _____ Yes _____ No If no, please explain: _____

CONVICTION INFORMATION: No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.

Applicant Signature: _____ **Date:** _____

FAIR CREDIT REPORTING ACT DISCLOSURE: In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

Applicant Signature: _____ **Date:** _____

APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

Applicant Signature: _____ **Date:** _____



Election of Veteran's Preference Form
(Minnesota Statute 43A.11)

Name: _____
(Please Print)

Are you eligible to claim veteran's preference?

Yes No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

Yes No

If yes, please check the preference you are claiming:

Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and
1. has served on active duty for at least 181 consecutive days, or
2. was discharged by reason of disability incurred while on active duty, or
3. has met active duty requirements as defined by the Code of Federal Regulations, or
4. has active military service certified under section 401, Public Law Number 95-202
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

AFFIDAVIT:

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

SIGNATURE: _____ **DATE:** _____