

Safety Camera & Ticket Processing

Administration Assistant

District/Department	OSU	Rank/Grade	Band B
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Role purpose:	To undertake the viewing/processing of offences detected by camera for speeding or contravening red traffic lights. Preparation/quality of prosecution files.
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Summary of main duties
<p>Record and process all notices dealt with by this department using appropriate computer software packages</p> <p>Deal with telephone calls, correspondence and public enquiries and communicate with Police colleagues, Magistrates Court staff and partner agencies, using templates attached to software packages</p> <p>Complete Scanning and Verification of incoming correspondence, received by Safety Cameras and Ticket Processing, on the appropriate systems.</p> <p>Receipt fixed penalty payments (cash, cheques and cards)</p> <p>Undertake Administrative Duties including post duties, filing, photocopying typing, and maintenance of files and records.</p> <p>Staff the reception area, this role includes welcoming visitors, contractors and suppliers</p> <p>To produce, record, process and distribute correspondence and reports as required</p> <p>General administration/clerical tasks including post duties, filing, photocopying, scanning and assist with the validation of data</p> <p>Ensure quality of evidence and timeliness of completed files and analyse the quality of evidential content when preparing files.</p> <p>To prepare prosecution files for Magistrates Court in accordance with Manual Of Guidance.</p> <p>To expedite additional evidence gathering as required</p>

Competencies/behaviours

Please access Toolkits on the HR Services intranet page and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)

Essential:

Clerical/ Administrative experience

Experience of Windows based computer systems

Ability to deal with confidential information

Accuracy in data input

Desirable:

Knowledge or experience of the Criminal Justice System

Experience of dealing with members of the public.