



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

POLICE ADMINISTRATIVE PROFESSIONAL - EVIDENCE CUSTODIAN CITY OF TWO RIVERS POLICE DEPARTMENT FULL-TIME

Performs a variety of routine and complex administrative work such as maintaining official records and providing administrative support to the Two Rivers Police Department and Two Rivers Municipal Court.

The Evidence/Property Clerk is an administrative professional within the police department. This position is comprised of general administrative duties along with evidence custodian duties. Some of those duties include but are not limited to:

- Receipting, storing, and control of physical evidence/property in the custody of the department. This position requires technical record keeping and regular communication with legal offices preparing digital case information for court proceedings as well as tracking criminal cases.
- Works with cloud courier systems to store and transfer digital files for records, legal proceedings and storage
- Uses the following programs/platforms: Safefleet, Tyler Technologies, Nuance, Adobe, Microsoft, Excel
- Receives and assists the public in reference to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons. Assists public with use of both city and department facilities and in giving directions to appropriate locations. Provides a variety of police-related information within department guidelines to the public and governmental agencies.
- Data entry and maintenance of all reports, traffic, municipal, and circuit court citations issued by police personnel. Computer Data Entry using both the State TIME System/NCIC Computer. Examples:
Enters all adult and juvenile warrants from both Circuit and Municipal Court into the TIME System. These consist of felony, non-felony state law, local ordinance, and juvenile warrants. Conducts inquiries and entries of, but not limited to, DOT, CIB, and NCIC data information systems. Validates warrants for CIB/TIME/NCIC systems.
- Answers incoming telephone calls and routes callers or provides information as required; this includes determining nature and urgency of calls and coordinating appropriate response.
- Serves as cashier. This includes receipting of partial and full payments for Municipal Court fines, parking tickets, animal transports, copies, etc.

Work is performed in accordance to federal and state laws plus established policies/procedures with considerable need for independent judgment and a high degree of accuracy.

Works under the general supervision of the Assistant Chief of Police according to an established work routine.



www.two-rivers.org



920.793.5526



920.793.5512



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Candidates must be at least 18 years of age, have a high school diploma or GED equivalent, have record keeping and telephone experience, good verbal skills, a working knowledge of word processing software, the ability to type quickly and accurately, and past work experience involving positive, professional, proactive public contact.

Must possess a valid Wisconsin Driver's License. Starting pay range \$23.00 – \$25.88 per hour, depending on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health and life insurance. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Interested candidates should submit a detailed letter of interest, resume, and completed employment application by 8:00 am on Monday, May 19, 2025, via email to

HR@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



www.two-rivers.org



920.793.5564



920.793.5512



Position Description

POSITION TITLE: Police Administrative Professional- Evidence Custodian

REPORTS TO: Assistant Chief of Police

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: May 5, 2025

DEPARTMENT: Police Department

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 5

GENERAL PURPOSE

Performs a variety of routine and complex administrative work such as maintaining official records and providing administrative support to the Two Rivers Police Department and the Two Rivers Municipal Court.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Chief of Police according to an established work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Subject to recall 24 hours a day, 7 days a week if an emergency requires secretarial assistance, disaster conditions occur or as needs of service dictate.
- Receives and assists the public in reference to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons. Assists public with use of both city and department facilities and in giving directions to appropriate locations. Provides a variety of police-related information within department guidelines to the public and governmental agencies.
- Answers incoming telephone calls and routes callers or provides information as required; this includes determining nature and urgency of calls and coordinating appropriate response.
- Serves as cashier. This includes receipting of partial and full payments for Municipal Court fines, parking tickets, animal transports, copies, etc.



- Responsible for the bank deposit on a daily basis which consists of incoming monies to the Two Rivers Police Department.
- Maintains parking tickets after issuance, takes parking ticket payments, creates and sends payment notice letters, and sends suspensions of vehicle plates to the DOT.
- Responsible for updating various lists and logs related to violations, tickets and warnings issued, and creating and sending parent notification letters when required.
- Receives and prepares for review all applications for bartender/tavern licenses for approval by the Chief of Police.
- Receives and prepares for review all applications for vendor/solicitor permits for approval by the Assistant Chief of Police.
- Maintains an adequate supply of forms within the department at all times.
- Responsible for sending out animal transport letters (payment reminder notices) and coordinating information on transports to the Lakeshore Humane Society.
- Assists in making photocopies of reports for other agencies, such as Manitowoc County Department of Human Services, Probation & Parole, the District Attorney's office, etc. This also includes either mailing or faxing these copies to the appropriate departments. Responsible for creating invoices for such records releases when necessary.
- Receives and releases property to and from the public.
- Responsible for checking in and securing evidence and property. Responsible for releasing evidence to appropriate owner after correct time frame per dispositions from court and/or direction of a supervisor. Maintains chain of evidence and proper disposal of court-ordered items.
- The employee assigned to this duty may be subpoenaed for court trials to testify to the maintenance of the chain of evidence.
- Receipting, storing, and control of physical evidence/property in the custody of the department. This position requires technical record keeping and regular communication with legal offices preparing digital case information for court proceedings as well as tracking criminal cases.
- Works with cloud courier systems to store and transfer digital files for records, legal proceedings and storage
- Uses the following programs/platforms: Safefleet, Tyler Technologies, Nuance, Adobe, Microsoft, Excel
- Maintains filing systems, control records, and indexes.
- Assist with fulfilling public access/records requests. Evaluates records for necessary redactions and appropriateness of release based on departmental and legal factors. Creates and sends invoices for such requests when appropriate.
- Assists in preparation of the Incident Based Reports (IBR).
- Photocopies and distributes material to department personnel .
- Assist with the training of new employees.
- Assist with police auctions, setup, clean-up, and issuing receipts to customers.
- Shall be responsible for the proper care and maintenance of department equipment utilized and keeping equipment and work area clean.
- Shall cultivate a good working relationship with members of the department, citizens, and members of other agencies for the purpose of promoting mutual trust, respect, and proactive and positive attitude.
- Issues bicycle licenses to citizens and enters that information into the department's records management system.
- Attends all specialized training which is necessary and beneficial to the job as assigned.

- Operates a police radio (base, mobile, or portable) as directed or as needs of service dictate.
- Will be responsible for all extra duties assigned by supervisory personnel and see that those duties are performed correctly and promptly.
- Use of personal computer & data entry. Examples:
 1. Data entry of all motor vehicle (reportable & non-reportable) accidents into the records management system.
 2. Data entry of all traffic, municipal, and circuit court citations issued by police personnel.
 3. Updates and edits various pamphlets which the Two Rivers Police Department provides for the community such as bicycle ordinances, curfew, etc. Types and prints departmental bond schedule and other miscellaneous reports for the police department.
 4. Data entry of warnings issued by police personnel into the records management system. This includes keeping track of all vehicle defects and, when not returned in the time allotted, referring those to a police supervisor for citation assignment.
 5. Transcription of dictations by officers. Also responsible for verifying data entries and transfers and making modifications to reports after review by the officer/supervisor.
 6. Data entry and maintenance of all incident/case reports made by officers, citizens and other agencies to the Two Rivers Police Department.
 7. Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content, accuracy, and completeness.
 8. Prints computer reports associated with the bank deposit and police statistical data.
 9. Inputs data to standard office and department forms and compiles data for various reports.
 10. Processes incoming mail.
- Computer Data Entry using both the State TIME System/NCIC Computer. Examples:
 1. Enters all adult and juvenile warrants from both Circuit and Municipal Court into the TIME System. These consist of felony, non-felony state law, local ordinance, and juvenile warrants.
 2. Conducts inquiries and entries of, but not limited to, DOT, CIB, and NCIC data information systems.
 3. Validates warrants for CIB/TIME/NCIC systems.

PERIPHERAL DUTIES

- Provides back-up to related assignments such as, but not limited to, Municipal Court Clerk, payroll processing, etc.
- May be asked to serve on various committees both in and outside of the agency.
- May be asked to assist with special programs within the department such as Crime Prevention, TRIAD, Citizen Academy, etc.

QUALIFICATIONS

Minimum

- Must be 18 years of age or older.
- Must have record keeping and telephone experience, good verbal skills, a working knowledge of word processing software, and able to type quickly and accurately.

- Must have past work experience involving positive, professional, proactive public contact.
- High school diploma or GED equivalent.

Desirable

- Previous work experience with telephone, computer entry, data entry, word processing in an office atmosphere involving public contact.
- Computer applications knowledge in Windows/Microsoft applications.
- Working knowledge of radio equipment and modern software applications involving video and audio.

TOOLS AND EQUIPMENT USED

Programmable telephone; office computer and peripherals; miscellaneous computer printers; transcriber; copy machine; folding machine; fax machine; electronic typewriter; communications radios; general office equipment and supplies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and have the ability to speak and hear normal conversation; to walk, bend, and stoop; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally be required to operate a motor vehicle.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual work setting is a controlled temperature/humidity office environment. The noise level in the work environment is usually quiet. May be exposed to police related contacts and activities with complainants, victims, suspects, and arrestees.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; background investigation; medical evaluation; drug and alcohol testing; may include a written test and/or word processing test; and other job-related tests may be required.

OTHER CONDITIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job 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 requirements of the job change.

Revision History:

July 10, 2006

November 21, 2017

February 1, 2021

May 5, 2025



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APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone			E-mail Address		
Date Available			Desired Salary		Comments
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____