

Job Title: Typist - Major Crime	
Job Evaluation Number	1760049

JOB DESCRIPTION

Job Title: Typist – Major Crime	Location: Various (Incident Rooms)
Job Family: Business Support	Role Profile Title: BB2 Police Staff
Reports To: System Supervisor (Major Crime)	Band level: 2D
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: provide an efficient and effective typing service to the Major Crime Unit.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide a typing and administrative support service to the department:
 - Transcribe discs and other media to meet the required standards of accuracy within agreed timescales.
 - To a high degree of accuracy, and in compliance with HOLMES conventions, undertake typing of statements, reports, documents and messages onto the HOLMES system.
 - Proof-reading, filing of documents and minute taking as required
2. Liaise with Officers and Police staff to work towards an agreed product outcome with complex visually recorded interviews, witness accounts and covert material.
3. Contribute to the smooth running of the unit by answering routine questions, telephone calls, taking messages and, when necessary, referring caller(s) to alternative sources.
4. Receive and distribute mail for the Department including management of internal Incident Room email box for statements etc.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Regular liaison with police officers, staff regarding transcripts, statements, etc.

Large requirement for typing of video based product such as visually recorded interviews and covert material.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows:	E/D
1. Good standard of education, excellent word processing and audio typing, with proven experience in similar role.	E

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2. Able to recognise sensitive information, maintain discretion and confidentiality.	E
3. Proven interpersonal/communication skills developed in a demanding office environment demonstrating discretion, tact and diplomacy.	E
4. Proven ability to work on own initiative, and prioritise with good time management skills.	E
5. Good IT literacy with proven ability to competently use word processing and ability to learn new packages.	E
6. As there are several incident rooms, it would be beneficial if the successful candidate was able to travel between the sites.	D