

ASSISTANT SUPERINTENDENT BCA

KIND OF WORK

Administrative work assisting in the direction of Bureau of Criminal Apprehension programs.

NATURE AND PURPOSE

The employee in this class assists the Crime Bureau Superintendent in the administrative management of Bureau operations. Responsibilities include supervision of the Bureau budget, purchases and other financial matters, and participation in the formulation and interpretation of Bureau policy. The Assistant Superintendent is also responsible for disseminating information on Bureau activities to other law enforcement agencies and to the general public. All Bureau division heads report directly to this employee. The Assistant Superintendent functions with considerable latitude within broad guidelines established by the Superintendent.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Implements Superintendent's policy decisions.

Reviews reports of all division directors.

Correlates law enforcement work throughout the state.

Supervises statistical division in gathering, analyzing and disseminating crime data.

Directs disposition of all mail.

Supervises preparation of bureau budgets, of purchases and other financial matters.

Performs duties of Superintendent of Bureau of Criminal Apprehension in his absence.

Directs preparation and operation of Federal projects.

Represents the Bureau in law enforcement related organizations.

Directs and guides the MINCIS computer system.

Responsible for final disposition of all studies and reports requested of the Bureau.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REOUIRED

Knowledge of:

thorough knowledge of state budgetary and financial procedures.

thorough knowledge of state, federal and local criminal laws and regulations.

thorough knowledge of criminal court procedures and practices.

thorough knowledge of operations and procedures of a law enforcement bureau; and ability to apply knowledge to actual operations.

considerable knowledge of the principles and technique of police training.

practices and associations of specific types of criminals and of the places where they are likely to be found.

ballistics, chemistry, fingerprints, physics, mechanics and other technical fields as related to crime.

operation of other law enforcement agencies; ability to coordinate and cooperate with other agencies.

firearms, riot gases and hand grenades; proficiency in their use.

Ability to:

deal effectively with governmental officials and the general public. direct the work of the others.

understand and write technical reports, and to administer and execute oral and written instructions.

Good physical condition, normal vision and hearing.

DESIRABLE PREPARATION FOR WORK

Considerable experience in general law enforcement work beyond the level of patrolman, including experience in a supervisory capacity.

College graduation with a degree in criminology, police administration, or law.

Est.: 7/2/69  
Ckd.: 8/92

T.C.  
Former Title(s):