

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Enforcement Process Clerk
SCALE:	Scale 3
SUPERVISION AND CONTROL:	Enforcement Process Supervisor
PLACE OF WORK:	Justice Department

PURPOSE OF THE JOB:

To process all categories of Fixed Penalty Notices and Penalty Notices for Disorder, from initial receipt of documentation to final conclusion of police action.

Prepare prosecution files including; laying of information, issue of summons and administration of Crown Prosecution Service Upgrades, ensuring that cases in the Criminal Justice System may be progressed effectively.

Update all interested parties as to the progress of the case; inform victims and offenders on the outcome of the case

MAIN RESPONSIBILITIES:

1. To maintain computerised records of all Fixed Penalty Notices/Penalty Notices for Disorder/HORT (check/offence)/VDRS tickets, undertaking the

administration of enquiries, updating both internal and external computer systems as required.

2. Provide a high level of customer service via all communication channels, both internally and externally, ensuring all enquiries are dealt with in a timely and professional manner, including those of a sensitive nature.
3. Administer summary file preparation, including the processing of Safer Roads files, reviewing evidence, booking Court dates and issuing Summons/Postal Requisitions. Ensure advanced information packs are provided to the Defendant where necessary.
4. Use of the Police National Computer and authorised Intelligence Systems for offence investigation and evaluation, escalating to the Officer in Case if necessary.
5. Receive and document driving licences, relating to all Fixed Penalty Notices. Ensuring all documents are sent secure and auditable to the Magistrates Court
6. Ensure that specified files are forwarded to the Magistrates' Clerks Office and all non-specified files are dispatched to the Crown Prosecution Service.
7. Process diversion offers, working in partnership with course providers from external agencies, ensuring all adequate checks are completed.
8. Process incoming Crown Prosecution Service upgrade requests, completing low level enquiries or tasking full upgrades to the relevant Case Builder.
9. Undertake the administration of Statutory Declarations, Appeals, Re-opens and Disqualifications as directed.
10. Result all completed cases, processing all outstanding correspondence and informing necessary parties of the Court result as required.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to

work. In the interests of effective working and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 23 days (pro rata) with a further 5 days after 5 years continuous service.

PERSON SPECIFICATION

Enforcement Process Clerk

ESSENTIAL CRITERIA:

1. Effective verbal and written communication skills demonstrating an ability to confidently relate to a broad spectrum of people. Able to adapt own style and apply varied communication methods, particularly when communicating sensitive information.
2. Proven clerical experience gained within a busy office environment with knowledge of windows based computer applications.
3. Experience of working to deadlines and delivering results through effective planning and organising of work and resources. Demonstrating by the ability to prioritise own time and workload methodically and accurately, with minimum supervision.
4. Ability to make sound decisions within the parameters of procedures and guidance.
5. Experience of diverse team working, demonstrated by an understanding how own objectives fit into team objectives and builds effective working relationships with members of own and other teams.
6. Neat and methodical with good organisational skills with the ability to pay attention to detail with high degree of accuracy.
7. Demonstrate the ability to respond to change in the working environment by showing a willingness to adapt and be flexible in changing circumstances.
8. Candidates must demonstrate a level of awareness of Diversity, Equality and Inclusion issues appropriate to this role.

DESIRABLE CRITERIA:

1. Knowledge of Police IT Systems
2. Knowledge of Police and Court procedures