

DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE:	MOSOVO Clerical Officer
DEPARTMENT:	MOSOVO Unit
SCALE:	Scale 3
RESPONSIBLE TO:	Supervisor
JOB PURPOSE:	To provide clerical support to meet the organisational needs of Durham Constabulary

MAIN DUTIES AND RESPONSIBILITIES

1. To input, update and create records on the ViSOR and Sigma systems and other related computer programs. Maintain all relevant databases to ensure up to date and accurate information is held on all MAPPA nominals within the Durham Constabulary area.
2. Maintain records/systems and participate in projects to contribute to – and improve – the efficiency and effectiveness of the service where accuracy is key over speed.
3. Proactively respond to requests for information from both internal and external police sources, partner and duty to cooperate agencies in order to support multi-agency working and the protocols and procedures of the MAPPA process.
4. Liaison with other Forces in relation to the transfer of sex offenders and with courts in relation to registration documents/civil orders.
5. Maintain up to date knowledge of ViSOR and MAPPA protocols adhering to legislative requirements and Force policy.
6. Co-ordination and facilitation of meetings for MAPPA including the arrangement of meetings, comprehensive minute taking and circulation of actions.
7. Undertake research by searching, collating and evaluating information from a range of systems.
8. Open and sort all correspondence and electronic mail, redirecting as appropriate, ensuring that all correspondence is dealt with promptly and efficiently.

9. Always maintain integrity and confidentiality due to the nature of the sensitive information handled daily.
10. General administration duties to include answering telephones and dealing directly with offenders as well as partner agencies and internal colleagues, photocopying and other ad hoc tasks as required.

PERSON SPECIFICATION

JOB TITLE: MOSOVO Clerical Officer

DEPARTMENT: MOSOVO

EMPLOYEE	ESSENTIAL	<i>ASSESSMENT</i> CRITERIA
Educational Attainment/ Professional Qualifications	• 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Maths or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Maths and English	• Sift / Interview
Work Experience	• Three months previous clerical experience.	• Sift / Interview
Knowledge/Skills/ Aptitudes	• Numerical skills, e.g. addition, subtraction, simple multiplication or division, simple statistics • Enhanced literacy skills, e.g. composing either original memos, letters or short reports on a regular basis, statement writing	• Sift / Interview • Sift / Interview

	Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand	Sift / Interview
Disposition	- Able to work under pressure to meet specific deadlines - Able to work on own initiative as well as part of a team	- Sift / Interview - Sift / Interview
Special Requirements	- To be of the highest integrity - To have a respect for diversity and be committed to the principles of Equal Opportunities and inclusion	- Sift / Interview / Vetting - Sift / Interview