**09/10/2015  
Evidential and Court Preparation Administrator (Ref UU012 / 18212)**

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| **Police Staff** **Evidential and Court Preparation Administrator** **Custody & Criminal Justice** **Role Definition:UU012 / 18212** |

**ROLE DEFINITION**

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| Dept / Area Command: | Custody & Criminal Justice |  | Section: | Prosecution Support Unit |
| Post Title: | Evidential and Court Preparation Administrator |  | Post Reference: | UU012 / 18212 |
| Post Grade: | Grade B |  | Location: | Forth Banks |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | Prosecution Support Unit Supervisor | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | To undertake a range of clerical tasks within the Unit in an effective and efficient manner, supporting the preparation of accurate and timely case files for court. | | | |

**Key Responsibilities:-**

1. **Undertake a range of clerical duties within the unit in order to contribute to the efficiency and effectiveness of services provided.**
2. **Input and extract data from computer systems within required deadlines in support of the flow of information between the Force, HMCTS and Crown prosecution Service courts in order to ensure the smooth progress of cases.**
3. **Prepare charge files and postal requisitions for the CPS in preparation of the first hearing and subsequent hearings at Court.**
4. **Receive and process mail and assign to the appropriate file in order to ensure all files are up to date in a timely manner.**
5. **Respond to telephone enquiries from internal and external customers in order to provide or receive information in a courteous manner referring or redirecting to relevant staff when required to ensure customer satisfaction.**
6. **Ensure that section records and statistics are maintained utilising computer systems to log information that can be retrieved when required in support the objectives of the section.**
7. **Contribute to improving the service and support the implementation of changes to systems and procedures to progress and enhance the work of the section.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**