

# POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT

**POSITION: 2004**

**SALARY GRADE:**

**NON-EXEMPT**

**General Statement of Duties:** Performs difficult skilled clerical and responsible administrative work providing highly responsible office support work for a department head; performs related work as required.

**Distinguishing Features of the Class:** Employees in this class have the responsibility of independent action and exercising judgment based on knowledge acquired through experience; such judgment may require decision making in the absence of established precedent policy. Rather than administering individuals, employees in this work class may administer several different projects, often complex in nature. New employees in this position may be closely supervised in initial training until it is determined they can function efficiently and independently with limited supervision. Position requires discretion in decision making and policy interpretation.

## **Essential Duties and Responsibilities:**

- generates correspondence, memos, agendas, minutes, orders, requisitions, drafts, documents, reports, claim forms, manuals, assist in the preparation of the annual budget, news releases and any other relevant material
- department payroll, including tracking of vacation, compensatory and sick time
- transcribes and types memoranda, letters, reports, etc.
- compiles, prepares, and may be responsible for distributing daily/weekly/monthly/annual reports, news releases, invoices, public service announcements, and other relevant materials
- takes telephone inquiries and complaints, ascertaining the nature of the call, and directing it to the appropriate personnel
- arranges scheduling for meetings, travel, interviews, office equipment repair and service, and department functions
- creates, manages and updates filing systems
- sorts, distributes, and coordinates incoming and outgoing mail
- prepares/processes purchase orders, invoices
- performs a variety of essential record keeping duties
- creates and updates manuals
- orders and maintains office supply inventory as well as supplies for all divisions of the police department
- ensures that copies of pertinent documents are made and maintained
- receives and reviews various reports, plans and applications for the purpose of verifying accuracy
- acts as a liaison between supervisor and outside agencies, gathering and relaying information as needed
- assist with training as needed
- provide switchboard relief as needed
- may assist or directly plan, organize and implement special events and projects (i.e. Christmas party, retirement functions, etc.)
- assist other employees in the usage of office equipment
- operates various office equipment (i.e. computers, copiers, facsimile machines, telephone systems, calculators, etc.)
- monitor police radio and communicate with officers as needed
- performs related tasks as needed

**Required Knowledge, Skills and Abilities:** Thorough knowledge of departmental operations and procedures; thorough knowledge of business English, spelling and basic accounting practices; thorough knowledge of office methods, procedures and equipment operations; ability to be decisive in routine as well as non-routine problem solving in accordance with laws, ordinances and regulations; excellent keyboard skills are required due to the high volume of letters, reports, memoranda, etc.; ability to maintain fiscal and complex clerical records and generate reports through use of basic arithmetic and accounting procedures; ability to prepare effective correspondence and perform office management procedures without referral to a supervisor except when necessary; ability to utilize customer service skills to establish and maintain effective and harmonious working relationships with fellow employees as well as the general public; thorough knowledge of filing principles; manual dexterity required for the efficient use of office equipment such as keyboards, typewriters, facsimile machines, etc.; ability to sit or stand for long periods of time, especially at a desk or workstation.

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**Acceptable Experience and Training:** Minimum of high school diploma or GED; supplemental business courses at the college level in accounting techniques, customer and public relations, computers and office management preferred; must demonstrate proficiency in typing and secretarial skills, word processing, operation of various office machines and oral & written communication skills; minimum of one year experience in a similar position or as police clerk, strongly prefer 3 years of any equivalent combination of work experience and education.

**Additional Requirements:** TIBRS Certification. Possible Notary Certification.

**Other Requisites:** A number of software packages may be utilized due to the variety of responsibilities of this position; training and knowledge of word-processing, accounting, desktop publishing, and any other relevant programs may be required; From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position.

## ADA REQUIREMENTS

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); occasional moderate lifting (10-30 lbs.); manual dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Tasks are generally done without exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires color perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.