

Police Department

Job Title: Administrative Assistant – I (Police Department)

Job Summary: This position is responsible for performing word processing and typing, stenographic, transcription, and file maintenance duties.

Major Duties:

- Searches files, gathers facts and compiles a variety of data required for preparation of reports; acts as liaison to expedite the flow of information;
- Receives visitors, schedules appointments, and receives calls for information requests, directing caller or relaying information to the appropriate parties; may open, sort and distribute mail;
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project;
- Types drafts and finished documents of a variety of materials from written or verbal instruction;
- Composes a variety of letters, memoranda, instructions, and other documents on own initiative or from brief notes or verbal instructions;
- Process, enter, file and maintain all police reports, citations, court documents and warrants;
- Apply fines and probation payments; balance and reconcile daily transactions as needed;
- Receive and respond to all records requests;
- Attends meetings; types agendas and meeting minutes;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn the department's rules, regulations, policies, and procedures;
- Knowledge of all municipal functions, contacts, and activities of various departments;
- Skill in operating a computer;
- Skill in oral and written communications;
- Ability to learn, understand and apply the concepts, practices and procedures of the department;
- Ability to pay close attention to details;
- Ability to handle several projects simultaneously;
- Ability to understand and follow quickly and accurately oral and written instructions;
- Ability to prepare clear and concise reports and maintain accurate records;
- Ability to maintain alphabetical and chronological files;
- Ability to establish and maintain effective working relationships with city employees and the general public.

Supervisory Controls: Work is performed under the direct supervision of the Police Chief.

Guidelines: Guidelines include City and departmental policies and procedures and applicable ordinances.

Job Title: Administrative Assistant – I (Police Dept.) (continued)

Complexity: The work consists of a variety of administrative and clerical duties.

Scope and Effect: The purpose of this position is to support the efficient operation of the assigned department through coordination of a wide variety of administrative and clerical duties.

Personal Contacts: Contacts are typically with department heads, co-workers, vendors, other City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and to provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: There are no supervisory responsibilities.

Minimum Qualifications:

High school diploma or equivalent; prefer technical or advanced coursework in related field; two (2) years of progressively responsible administrative work, with some experience in the law enforcement field; equivalent combination of education and experience.

Pay Grade: This is Pay Grade 53