

## **Administrative Assistant to Police Chief**

**Non-Union** Salary \$ 41,738.28 + Benefits

### **Definition:**

Under limited supervision works independently within established procedures, performs a variety of responsible secretarial accounting and administrative tasks with the Police Department, applies considerable independent judgment and discretion in making decisions, resolving problems, interpreting extensive guidelines, regulations and policies, dealing with the public and working on special reports and projects.

### **Duties:**

Organizes and coordinates office functions, activities and communications; assures efficient work flow and office operations; performs administrative and technical duties: answers and screen phone calls, relays messages or redirects caller, provides answers when possible; maintains the daily calendar for the Chief of Police; schedules meetings and conferences; takes and transcribes dictation manually for an assortment of documents; composes and prepares correspondence and letters on a variety of routine and specialized matters; prepares Council agenda items and background materials; maintains the department administrative filing system; coordinates travel and training plans.

Resolves and complaints possible by utilizing working knowledge of the operations of the department to solve the problem or direct the complaint to the appropriate staff; process administrative details not requiring immediate attention by the Chief of Police.

Compose and prepare news releases on department activities after approve of the Chief of Police. Coordinate press conference arrangements. Monitor budget expenditures; maintain accurate current budget records:

Obtain quotes, monitor and review all purchases for conformance with policies and procedures; process payment for all expenditures made; order equipment, supplies and other items for the department, maintain files of all disbursement request and purchase orders.

Prepare a variety of statistical and narrative reports and documents; NIBRS Crime Statistics; Maintain & audit ACCESS including modify and clearing of Protection orders, Vehicle, Firearms, Warrants. Process and issue Concealed Pistol Licenses. Accurately and reliably track and process Jail billing. Handle all Public Disclosure Requests for the department.

Provide training of administrative clerk. Assign work, resolve operational problems and review work. Provide staff support to Police Management and administrative assistant to City Personnel and City Council by answering questions.

Assist the Chief of Police with the coordination of hiring department personal including: assisting in administration of physical exams and prepare letters of notification on applicants, process all newly hired personnel for the department: ensures that all documentation is complete and properly submitted.

Perform detailed work assignments: coordinate projects; research information and complete routine and special reports.

**Major Work Characteristics:**

Knowledge of Police and City programs, operations, policies and procedures, terminology and related regulations: office organization and administrative practices: procedures and equipment: research techniques and data compilation; project planning and development, budget preparation and control; correct grammar, letter composition, spelling punctuation and mathematical skills: filling and records systems; good human relation practices and public relation techniques.

**Desired Minimum Qualifications:**

Graduation from high school or GED equivalent. Knowledge of general office practices such as typing, filing, accounting and bookkeeping: 2 years of increasing responsibility and related experience, or combination of related education and experience.

**Necessary Knowledge, Skills and Abilities:**

Working Knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles; knowledge of the BARS system. Ability to perform cashier duties; ability to meet and deal with public; ability to communicate efficiently verbally and in writing; ability to handle stressful situations.

**Tools and Equipment Used:**

Computer including word processing software, copy machine, postage machine, fax machine and calculator.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable Accommodations may be enable individuals with disabilities to perform the Essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; handle or feel objects, tools, or controls: and reach with hands and arms.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Selection Guidelines:**

Formal application, rating of education and experience, oral interview and reference check.  
Criminal background check.

The duties listed above are intended only as illustrated of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.