



**Range:** SG-8  
**Exempt:** Non-Exempt  
**Date:** February 25, 2014

### **ADMINISTRATIVE ASSISTANT – POLICE DEPARTMENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Coordinates and performs a variety of confidential and complex secretarial functions; provides executive-level administrative support to the Chief of Police; schedules and coordinates meetings; prepares correspondence, reports and other documentation; processes accounts payable; assists with grants; updates and maintains department records and files; serves as a representative of the Department; coordinates special projects; and performs other related duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from department head or upper level supervisor or designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

#### **Essential Functions:**

1. Participate in the creation and implementation of goals, objectives, policies and priorities related to the department.
2. Type and proofread a variety of documents including general correspondence, statistical charts, verbal instructions, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction.
3. Perform a variety of routine clerical work including filing, billing, verifying and recording information on records.
4. Act as a receptionist; respond to caller inquiries; answer the phone and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer inquiries to appropriate department personnel.
5. Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
6. Transcribe confidential electronically recorded interviews, internal investigations and sensitive letters or reports.
7. Order and maintain office supplies; resolve errors in orders received on invoices.
8. Sort and file mail, documents and records, maintain alphabetical, index, and cross-reference files.
9. Efficiently operate a computer, calculator and/or other office equipment.
10. Establish, organize, and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.

11. Maintain calendars and schedules of activities, meetings and various events; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements; ensure that meeting facilities are prepared.
12. Verify and review materials for accuracy, completeness and conformance with establish regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports.
13. Implement and assist in developing procedures and policies related to assigned functions.
14. Maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
15. Coordinate and track training activities for department staff; prepare training schedules; update and maintain employee training files.
16. Recognize and maintain various types of confidential information, documents, and materials.
17. Serve as a Notary Public and notarize documents as requested.
18. Coordinate various departmental grants; participate in administering and monitoring grant funding.
19. Serve as a confidential secretary to the Chief of Police.
20. Review monthly budget record and prepare bills for payment; gather information for annual budget.
21. Forecast funds needed for materials, equipment and supplies; monitor and approve expenditures as appropriate, maintain an audit of supplies and orders from authorized distributors or companies when appropriate.
22. Work in organized team efforts and assist in problem-solving work related issues for continuous improvement in the department.
23. Provide support to City-related commissions, committees, and task forces as required.
24. Maintain the calendar for supervisor(s); provide notices and reminders of scheduled appointments and coordinates meetings and locations.
25. Prepare, distribute, and post meeting agendas; conduct surveys; prepare a variety of reports related to assigned departmental functions.
26. Possess a high level of integrity and sense of ethics.
27. Maintain or perform website content function within assigned role.
28. Substitute for staff when needed and perform related duties as assigned.
29. Interact in a professional and respectful manner with City staff and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of the assigned department. Also general knowledge of other departments in order to correctly direct phone inquiries/customers.

Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, computer equipment and database software programs.

Public relations methods and techniques.

Pertinent rules, regulations, office policies and procedures related to assigned duties.

Principles of training, supervision and performance evaluation.

Principles and practices of office administration.

Records management principles and standards.

Basic accounting and bookkeeping practices.

Principles of grant administration.

Principles and practices of meeting and agenda preparation.

English usage, spelling, grammar and punctuation.

Principles of mathematics, accounting and statistics.

Microsoft Office Suite (Word, Excel, Power Point).

**Ability to:**

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.  
Coordinate and conduct a variety of highly skilled administrative functions.  
Provide confidential secretarial support to senior management personnel.  
Prepare and maintain correspondence, reports, and other documentation.  
Process invoices and coordinate departmental grants.  
Establish and maintain cooperative working relationships with other staff, City departments, outside agencies, community organizations, and the general public.  
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Independently prepare correspondence and memoranda.  
Respond professionally to requests and inquiries from the general public.  
Interpret and apply administrative and departmental policies and procedures.  
Work independently in the absence of supervision.  
Maintain confidential data and information.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative and professional work relationships.  
Maintain mental capacity that allows for effective interaction and communication with others.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Work weekends and/or late evenings for special events.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of responsible administrative and clerical experience.

**Training:**

High school diploma or equivalent. Two years of executive level secretarial or administrative experience or any equivalent combination of experience or training. A Bachelor's degree in administration or business management is highly desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment with occasional exposure to outside elements during times of special events and/or programming offered by the department.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.

Some lifting required for department related equipment, file storage, stocking paper products, or for event or program set-up and tear down.