

## JOB DESCRIPTION

### POLICE SECRETARY / ADMINISTRATIVE ASSISTANT

#### **Position Summary:**

Under the supervision of the Chief of Police, performs a variety of secretarial and administrative support duties, which require proficiency in records management and typing, considerable independent judgment and a high degree of accuracy. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives telephone calls and walk-in visitors to the police department. Assists with answering questions regarding police department procedures, transfers or re-directs calls requiring further assistance, and takes messages for departmental personnel.
2. Prepares correspondence, reports, budgets, forms, permits, records and other materials. Inputs and accesses information on computerized information systems such as LEIN, RMS, and MITN.
3. Receives, files and distributes department records, crime complaints, accident and incident reports, and other related documents.
4. Updates and maintains active files and records of traffic tickets, warrants, gun registrations and permits, stolen property reports, missing person bulletins, vacation property checks, and related documents.
5. Assists with preparing departmental payroll information. Tracks and records employee accruals and seniority levels.
6. Maintains standard and confidential personnel files according to established procedures and legal guidelines. Compiles information and ensures requisite paperwork is complete.
7. Establishes and maintains a comprehensive record keeping system for a variety of departmental activities including scheduling, liquor licenses, correspondence and others as necessary.
8. Assists the Police Chief in planning meetings, maintaining a calendar and coordinating travel and conference arrangements. Sets up meetings, ensures materials and facilities are prepared and provides other assistance as requested.
9. Assists the public with information, processing applications, permits, copies of reports, procedural issues, gun registration, and related issues.

10. Assists with organization and oversight of special projects such as the annual bike rodeo.
11. Keeps abreast of professional developments and technological advances in law enforcement and records management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma, or equivalent, with college level course work or additional vocational training in general business or office management, secretarial science or related field. An Associate's degree in a business-related field is desirable.
- Two or more years of previous office experience, preferably as a police clerk or in a law enforcement setting preferred.
- Knowledge of general office procedures and practices and the rules and policies of the Police Department.
- Considerable knowledge of legal and law enforcement terminology, records management, and general personnel policies and administrative procedures.
- Knowledge of basic bookkeeping and budgeting principals to be used for recording financial data, and tracking budget expenditures.
- Knowledge of, and ability to operate the LEIN system is preferred.
- Skill in preparing, maintaining, and updating records and documents, including highly sensitive and confidential information.
- Skill in operating basic office equipment including computers and related word processing, spreadsheet and database software.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping and document retention systems.
- Ability to maintain a high level of confidentiality and use discretion when dealing with sensitive issues.
- Ability to type and enter data with speed and accuracy.
- Ability to understand and follow oral and written instructions, prioritize demands, maintain

attention to detail and work independently.

- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public in a variety of cooperative and contentious situations.
- Ability to critically assess situations, effectively plan and implement plans, and work effectively under stress, with deadlines and changes in work priorities.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate and occasionally loud.

**Compensation:**

Part-time position with a scheduled 30 hours per week (Monday – Friday), and starting wage of \$19.57 per hour. Position is eligible for 6-month step increases pending reviews and completion of trainings. Includes pro-rated sick and vacation after first year of employment. Paid City holidays.