

Police Administrative Assistant

Primary Reason Why Classification Exists

To perform varied administrative, secretarial and general office support work for Chief of Police and Highlands Police Department.

Distinguishing Features of Class

An employee in this class serves as the principal clerical and administrative support employee for the Town's Police Department. Emphasis of the work is clerical and administrative support functions for Chief of Police and employees in the department as needed. Work includes activities related to reports and case files, purchasing, payroll / time records of employees, customer service, records management, employee relations, supervision of other part-time administrative assistants, as well as, other administrative support functions. Work is supervised by the Chief of Police and is evaluated on the basis of attainment of individual performance objectives, observation of work in progress, and feedback from other staff and the public.

Illustrative Examples of Work

- Establishes and maintains various filing systems and indexes using moderate independent judgment
- Sort and enter confidential documents, records, and reports into a variety of computer based programs while maintaining data privacy
- Makes queries and submits data to the State upon request
- Prepares monthly and annual reports as necessary
- Prepares annual work calendar for officers, case files, and required documents for court proceedings as requested
- Researches and compiles data for reports of a narrative, statistical, and informational nature
- Responds to questions received from the public either by phone, email, or in person; provides requested information and/or processes requests for service, complaints, or other issues; documents activities to ensure historical reference of services provided
- Operates personal computers, copiers, calculators, and office-based software
- Prepares and submits timesheet / payroll data to account department

Knowledge, Skills and Abilities

- Knowledge of modern office practices, terminology, procedures, and equipment
- Knowledge of business arithmetic and English grammar / sentence structure
- Knowledge of computers and various software applications including word processing and spreadsheet applications
- Some knowledge of the principles and practices of governmental fund accounting and budgeting in local government
- Ability to perform varied secretarial, administrative, and general office tasks and duties
- Ability to make arithmetic calculations quickly and accurately
- Ability to establish and maintain effective working relationships with other employees, governmental officials and general public
- Ability to work independently without close supervision

- Ability to maintain complex clerical records and prepare reports
- Ability to make routine decisions in accordance with rules, laws, ordinances, regulations and established policies

Physical Requirements

Work in this class is generally sedentary. Work requires some light physical activity such as walking, reaching, stopping and repetitive motion of the wrists, hands, and fingers using dexterity in the hands for typing and operation of standard office equipment. Work also includes the ability to see, hear, talk, and physically move about the office. Visual acuity is necessary to read materials and operate computer terminals and equipment. The employee may need to perform other work related activities as assigned by the Chief of Police.

Working Conditions

Work is primarily performed indoors, but there may be instances where the employee has been assigned certain work activities outside of the department such as cleaning, maintenance, etc. The noise level in the work environment is usually quiet. However, the employee may be at increased risk for exposure to personal danger and other workplace hazards because the position requires direct contact with individuals that may become irate, hostile, or aggressive.

Education

Graduation from high school or GED equivalency, supplemented with two (2) years specialized coursework in business, computer science, or related office management.

Experience

Two (2) years of increasingly responsible related experience with exposure to payroll, bookkeeping, or general office work; or any equivalent combination of education and experience which provides for the required knowledge, skills, and abilities such as typing, filing, accounting, strong working knowledge of MS Office Tools and the willingness to be trained.

FLSA Status

Nonexempt (eligible for overtime or equivalent compensatory time at 1 ½ times the employee's regular weekly rate)

Disclaimer

This classification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The Town of Highlands reserves the right to assign or otherwise modify the duties assigned to this classification.

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