



City of Greenfield

POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT

Effective Date: 7.2017

Salary: \$ 43,680-\$49,580

DISTINGUISHING FEATURES OF THE CLASS:

Under administrative direction of the Chief of Police, plans, organizes, oversees and performs professional level work for the Police Department Administration Division. Performs a variety of complex and technical office support duties which include word processing, filing, reports, fingerprinting, evidence management, and customer service. Provides complex administrative support and performs related work as required. The Police Department Administrative Assistant administers responsible office support to the Police Department. Responsibilities include word processing, typing, entering information into various computer systems, faxing, filing, report preparation and providing other general office support services. This class is distinguished from other City office support classes in that the work requires extensive contact with the public in addition to the performance of general office work and support.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the police department.

- Provides initial contact with the public for callers contacting the police department administrative division over the telephone and occasionally at a public counter; determines the nature of the contact; provides factual information regarding services, policies and procedures, takes messages, or directs the caller to the proper individual or agency.
- Schedules appointments and meetings for the Chief of Police and Police Commander.
- Provides support to police department's records staff as needed.

- Processes department's payroll records, verifying regular, overtime and leave; forwards data to the City Clerk for payroll preparation after approval by the Chief of Police.
- Maintains time and leave records for police department staff.
- Performs administrative and manual work related to the acceptance, preservation, safeguarding and disposition of found, recovered, or evidentiary property in accordance with law and Departmental policy and procedures.
- Prepares correspondence, forms, purchase orders, labels and specialized documents from drafts, notes, previous documents or brief instructions, using a word processor, spreadsheets or typewriter.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental and City policies and correct English usage, including grammar, spelling and punctuation.
- Establishes and maintains office files; researches and compiles information from such files and purges or transfers files as required.
- Maintains and safeguards personnel background files in accordance with law and Departmental policies and procedures.
- Processes incoming and outgoing mail.
- Process purchase requisitions and orders as needed.
- Orders and maintains an inventory of office supplies for the police department.
- Fingerprints (utilizing LiveScan) applicants and others requiring fingerprinting.
- Operates a variety of standard office equipment, including a computer, copier, facsimile equipment, a centralized telephone system and a two-way radio.
- Attend police department staff meetings as directed for maintaining a record through minutes of discussions and directions.
- Prepare and schedule travel arrangements for police department personnel for training, conferences, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of

- Standard office practices and procedures, including the operation of standard office equipment.
- Business arithmetic.
- Business letter writing and the standard format for correspondence and reports.
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work.
- Filing principles and practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals, in person and over the telephone.
- Laws and procedures for property and evidence maintenance. Must successfully complete the California POST Evidence and Property Function Management Course within one year of appointment.

Skills / Abilities

- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Planning, organizing, administering, coordinating, reviewing and evaluating the functions of the department and meeting critical deadlines.
- Planning, organizing, supervising, reviewing and evaluating the work of assigned staff for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the departments.
- Performing technical, detailed and responsible administrative support work.
- Maintaining professional standards of property/evidence room maintenance and integrity.
- Applying and explaining policies, procedures and regulations.
- Making accurate arithmetic calculations.
- Have knowledge of the City budget, working with Chief of Police to update budget annually and mid year adjustments.
- Assisting records personnel as needed.
- Compiling and summarizing information to prepare clear and accurate reports.
- Typing or word processing at a rate of 40 net words per minute.
- Must exhibit maturity, professionalism, confidentiality, and the ability to remain focused on tasks, meet deadlines, and show initiative.

ADDITIONAL REQUIREMENTS:

License

Must possess a valid California class C driver's license and have a satisfactory driving record.

Background

Must be able to successfully pass a California Peace Officers Standards and Training (POST) comprehensive background check.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and on a two-way radio. Tasks, particularly dealing with property and evidence maintenance, requires the ability to exert light physical effort, including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less).

ACCEPTABLE EXPERIENCE AND TRAINING:

Equivalent to graduation from high school and two years of experience in either performing general office support, administrative, or secretarial experience. Experience in dealing with the public, particularly in a municipal government setting, is highly desirable. Bilingual; English/Spanish would be preferred but not required.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.