



City of Greenfield

POLICE DEPARTMENT EXECUTIVE ASSISTANT

Job Title:	Executive Assistant
Department:	Police
Reports To:	Chief of Police
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	01.2013

DEFINITION

Under the 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, budget reports, and customer service. Provides complex administrative support and performs related work as required. The Police Department Executive Assistant administers responsible office support to the Police Department. Responsibilities include word processing, typing, entering information into various computer systems, faxing, filing, budget 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 and manage appointments and meetings for the Chief of Police and Police Captain.



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- Verifies regular hours from staff timesheets and forwards data to the City Clerk for payroll preparation after approval by the Chief of Police.
- Prepares correspondence, forms, purchase orders, labels, and specialized documents from drafts, notes, previous documents, or brief instructions, using a word document or excel spreadsheet.
- Edits and checks material for accuracy, completeness, compliance with departmental and City policies, and correct English usage, including grammar, spelling, and punctuation.
- Establishes and maintain office files; research and compiles information from such files and purge or transfer files as required.
- Plans and assist with city-sponsored events.
- Assists in the handling of personnel background files in accordance with law and Departmental policies and procedures.
- Processes incoming and outgoing mail.
- Processes purchase requisitions and orders as needed.
- Orders and maintain an inventory of office supplies for the police department.
- Issues work orders for building maintenance and submits to the Public Works department for proper handling.
- Operates a variety of standard office equipment, including a computer, copier, facsimile equipment, and a centralized telephone system.
- Attends police department staff meetings as directed for maintaining a record through minutes of discussions and directions.
- Prepares 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.



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Skills / Abilities

- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize, administer, coordinate, review, and evaluate the functions of the department and meet critical deadlines.
- Perform technical, detailed, and responsible administrative support work.
- Apply and explain policies, procedures, and regulations.
- Make accurate arithmetic calculations.
- Have knowledge of the City budget, working with the Chief of Police to update the budget annually and midyear adjustments.
- Compile and summarize information to prepare clear and accurate budget reports.
- Type 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 and over the telephone. Tasks, requiring the ability to exert light physical effort, including but not limited to, lifting, carrying, pushing and/or pulling, etc. 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



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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.