

# Administrative Assistant - Police Department

The City of New Buffalo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

## **Job Description**

The following duties are normal for this position. The omission of specific statements of the duties 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 a progressive city.

## **General Purpose**

The principal function of this employee is under the direction of a Police Chief or supervisor is to coordinate and perform a variety of administrative support and clerical duties: type and process records, reports, memos and correspondence; process purchase requisitions, equipment orders, budget documents and other information; distribute assignments and maintain logs; and answer phones for a variety of staff.

## **Essential Duties:**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Perform a variety of secretarial, clerical and public relations duties for the staff of a City division, small department or specialized work unit.
- Collect and tabulate data to assist the supervisor with special projects.
- Prepare routine reports.
- Maintain logs and tracking systems for incoming and outgoing correspondence, project schedules, staff assignments, and other specialized materials related to the assigned function, and follow-up with staff as necessary.
- Type and distribute letters, contracts, reports and memoranda, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately.

- Operate computer software to establish, edit and maintain documents and to create program brochures and graphic arts materials.
- Develop and maintain extensive filing and recording keeping systems.
- Process purchase requisitions and orders as needed; maintain adequate inventories of office supplies; order office supplies and equipment according to established guidelines.
- Assist in the assembly of division or department budgets by collecting data and typing documents; maintain budget and financial records and files.
- Receive and distribute mail for assigned function.
- Perform customer service activities: answer telephone calls; schedule appointments and meetings; explain programs, policies and procedures within the scope of authority; provide information of general or limited technical nature; take messages and refer callers to appropriate person or department.
- Inspect reports, records and other data for accuracy, completeness and compliance with established standards.
- Operate office equipment and machines such as personal computers, dictating machines, calculator, copier, and FAX machine.
- Train and provide work direction to other support personnel as assigned; assist and back up other administrative staff city wide as needed.
- Coordinate records retention activities of the department.
- Provide general administrative support to Police Administration.
- Administer the MCOLES accreditation process to obtain accreditation for the police department:
  - Perform file reviews and maintain file;
  - Compile Proofs of Compliance;
  - Organize public meetings.
- Other duties as assigned.

## **Minimum Qualifications**

- Must be able to type 45 wpm;
- Fully competent at the intermediate level with office software applications, such as Word, Excel, PowerPoint, Adobe, and Outlook;
- Internet experience;
- Data base entry experience;
- Three (3) years' experience as a professional secretary, administrative assistant or high level clerk.
- Must exhibit maturity, professionalism, confidentiality and the ability to remain focused on tasks, meet deadlines and show initiative.
- Must be able to work independently, keep supervisor informed of all finance related issues, use discretion, and operate with a high level of competence.
- Must maintain and use discretion when interfacing with employees, the public, internal and external customers.
- Must be a team player and exhibit excellent customer service, a positive attitude, professional decorum, and willingness to learn.
- Must be well organized and a self-starter.
- Possession of a valid driver's license.

## **Requirements:**

- Will be required to pass a typing test with 45 WPM.
- Will be required to pass a Microsoft Office test with Intermediate levels of knowledge.
- May be required to pass comprehensive background check.

## **Preference:**

- Previous municipal and/or public sector experience.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Modern office practices, procedures and equipment.
- Alpha and numeric filing systems.
- Financial and statistical record-keeping techniques.
- Word processing and desktop publishing software applications used by the City.
- Applicable laws, codes, regulations, policies and procedures.
- Perform administrative support and secretarial duties with speed and accuracy.
- Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.
- Meet schedules and time lines.
- Learn department and program objectives and goals.

### **Ability to:**

- Add, subtract, multiply and divide quickly and accurately.
- Understand and work within scope of authority.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records, files and filing systems.
- Operate computer terminal.
- Operate modern office equipment such as a typewriter, personal computer, copy machine and adding machine.
- Operate word processing hardware and software used by the City.

### **Skills required:**

- Communicate effectively both orally and in writing.
- Perform clerical accounting duties in the maintenance of assigned accounts.
- Type at 45 words net per minute from clear copy.
- Transcribe material from transcription machine tapes or notes with speed and accuracy.
- Oral and written communications skills.

- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

## **Performance Aptitudes**

Physical Ability: Tasks require 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). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements 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.