

## **ADMINISTRATIVE ASSISTANT**

### **JOB SUMMARY:**

Under general direction, performs responsible administrative tasks in support of a Police Chief and Police Department Command Staff. Assigned duties may include administrative and technical tasks, providing guidance to staff, monitoring or preparing schedules and budgets which require a thorough knowledge of City and Department policies, procedures, programs, and office equipment.

### **REPORTING RELATIONSHIP:**

- Reports to: Chief of Police
- Supervises: Records Clerk

### **EXAMPLES OF WORK:**

- Perform administrative, technical, and analytical tasks in support of the Police Chief.
- Prepare and compose, from brief oral instruction or written draft, correspondence requiring discrimination and judgment in the selection of data or interpretation of laws, rules, or policies.
- Establishes and maintains files concerned with projects, staffing, budgeting, and/or policy matters; records actions taken on sensitive issues.
- Establishes, maintains, revises and updates departmental filing system.
- Arranges schedule of appointments for the Police Chief, exercising discretion in committing department heads time, and in referring caller or visitor to another appropriate source of information or service.
- Uses computers, software programs, other technology tools, and office equipment to perform a variety of administrative and technical tasks as assigned.
- Maintains office supply inventory, ordering supplies, by originating requisitions and monitoring receipt of supplies.
- Processes and tracks purchase orders.
- Performs ongoing administrative tasks such as developing budget requests, conducting surveys, analyzing data and researching, administering certain aspects of department programs and developing assigned reports.
- Serve as departmental timekeeper.
- Serves as primary resource point for Department employees, citizens or visitors, answering procedural, informational or technical inquiries.
- Requires a thorough knowledge of City programs, functions, organizational structure, as well as the use of independent judgment and discretion in the release of information.
- Compiles a variety of narrative and statistical reports, locating sources of information, devising forms needed to secure data.
- May edit draft staff reports, crime reports, accident reports and accident reports for grammatical and punctuation errors.
- Refers caller or visitor to other appropriate sources of information.

- Prepares documents from notes, rough draft, oral instruction, memos, transcripts of minutes and reports, edits drafts for composition and grammatical structure.
- As assigned establishes and prepares meeting packets for policy-making body.
- Maintains departmental budgetary records, track payments, research payment history and rectify errors.
- Performs related duties and fulfills responsibilities as required.

#### **MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE QUALIFICATIONS:**

- Must have a high school diploma or GED.
- Associate's Degree Preferred.
- A minimum of two years of broad-based training and/or work experience to demonstrate possession of the knowledge, skills, and abilities required to manage workload and complete assignments.
- Ability to be certified by the Texas Department of Public Safety in TCIC/NCIC operations within 6 months of employment.

#### **PHYSICAL DEMANDS:**

- Standing, sitting, walking lifting and occasional carrying of up to 50 pounds.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern office practices, time management and procedures, including business correspondence, record keeping and filing systems, and office equipment.
- Knowledge of principals of managing and coordinating a variety of administrative functions efficiently.
- Perform complex administrative tasks involving organization, the use of judgment and requiring accuracy and speed; develop clear and comprehensive reports; maintain confidentiality; understand, interpret, and apply appropriate rules, regulations and written direction to specific situations; effectively meet and communicate with the public in situations requiring tact and poise, identify and correct errors in English usage, grammar, and arithmetic calculations in a variety of documents; evaluate demands on manager's time and arrange schedule accordingly; apply sound judgment in assignment work load priorities, and in contacts with officials and members of the general public in routine, emergency, or emotional situations; assume responsibility in recognizing scope of authority.
- Ability to communicate with and elicit cooperation from others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to use word processing, spreadsheet, calendar scheduling, presentation, timekeeping program and other required software applications on personal computer.
- Ability to maintain confidentiality, use good judgment and sensitivity.