



Job Title:	Part-time Administrative Assistant II	FLSA:	Non-Exempt
Department/Div:	Police Department	EEO-4 Code:	
Reports to:	Assist. Chief of Administration	Date:	1/24/2023
Supervises:	None		
Pay:	\$16.48		

JOB SUMMARY

Under direct supervision, performs a wide range of office administration and accounting duties for Command staff. Duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues.

Work involves performing standardized duties following well defined procedures and techniques. Routine assignments are performed independently; initiative and judgment may be utilized as experience is gained. Work is subject to scrutiny and reviewed by a supervisor upon completion, as to the content and accuracy.

Work involves assisting callers and visitors, receiving issues and/or concerns, providing information, answering questions, and referring to appropriate others; research issues and questions, gathers and assimilates data, and prepares written recommendations and reports for the Command Staff.

MAJOR DUTIES

- Receive and interview callers on behalf of Asst. Chief of Administration
- Answer general CID calls made to the station that are not routed directly to an investigator.
- Maintains effective interpersonal communication with internal and external stakeholders
- Respond to inquiries and requests for information from citizens, other law enforcement organizations, various judicial and government agencies, and insurance companies.
- Organize and file investigative case files.
- Compile investigative stats and complete CID monthly and annual report.
- Answer and document Silent Witness phone calls received.
- Inventory and maintain CID, lab, and fingerprinting supplies.
- Research purchases, obtain purchase quotes, and prepare purchase requisitions for general CID supplies and administrative supplies. Forward purchase requests for ordering.
- Create, edit and/or scan various CID and administrative forms.
- Assist in creation of materials to assist investigations such as timelines, spreadsheets, etc.
- Create and edit forms and slideshows as needed for division commanders (to include use of Word, E Excel, and Presentation software).
- Compose memos and other correspondence
- Maintain general CID forms folder, adding and deleting as necessary.
- Obtain and maintain GCIC certification to assist investigators
- Serve as backup GCIC TAC

- Assist with press releases and dissemination to media
- Assist with producing various departmental informational brochures (crime prevention, community services, etc.) and other required materials for events such as the Kids Summer Camp.
- Assist Community Services Officer with community meetings and events including set-up, attendance and breakdown. (Including National Night Out, station tours, recruitment events, Kids Summer Camp, CPA and/or COP classes, other special events, etc.)
- Assist Recruiting Officer with administrative tasks • Serve as backup to Chief's Administrative Assistant when absent (preparation of certificates, promotions, etc.)
- Assist division commanders and command staff with budget preparations
- Serve as social media co-administrator

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of and ability to apply public administration principles and practices.
2. Knowledge of and ability to apply effective project and workflow management methods and practices.
3. Knowledge of or ability to quickly learn all facets of criminal investigations and administration.
4. Knowledge of or ability to quickly learn about and general needs of the community, special interests, and sensitivities appropriate to the Department.
5. Knowledge of appropriate local, state, and federal laws, rules and regulations as applied to the activities and programs of interest to the Department.
6. Ability to communicate, orally and in writing, clearly, effectively, and in a business-like manner.
7. Ability to attend to details.
8. Ability to establish and maintain effective working relationships with a wide variety of customers and constituents.
9. Ability to perform research; compile meaningful data and reports, and to make effective applications of findings.
10. Ability to effectively manage workflow, projects, and activities.
11. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
12. Ability to manage multiple tasks, and to be flexible in changing priorities.
13. Ability to work independently, as well as with a team and to follow through to task/project completion.
14. Ability to plan, organize, schedule, and prioritize work effectively and to assist others in same. Ability to manage time such that deadlines are met.
15. Ability to safeguard confidential information.
16. Ability to remain impartial when hearing customer complaints and issues. Ability to effectively balance the needs of the organization with those of the individual.
17. Willingness and ability to demonstrate commitment to the job, team, and organization.
18. Ability to help create a positive work environment which encourages individual and team growth and development.
19. Ability and willingness to perform other related duties as assigned, in support of customer needs and organizational objectives.

SUPERVISORY CONTROLS

The Assistant Chief of Administration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include open records laws, GCIC/NCIC guidelines, state law, and department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate administrative support for department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city personnel, representatives of other law enforcement agencies, vendors, and members of the public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or receipt of a G.E.D. certificate; two years from an accredited college; OR two years of administrative experience.

- knowledge of business English, spelling, and arithmetic.
- knowledge of business practices, procedures, equipment, and standard clerical techniques.
- some knowledge of the basic operations, procedures, and vocabulary of the Department.
- ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines and regulations.
- ability to make routine mathematical calculations and tabulations rapidly and accurately.
- ability to speak clearly and write legibly.
- ability to establish and maintain effective working relationships with other employees, superiors, and the public.
- ability to understand and follow routine oral and written instructions.
- skill in the care and operation of use of a computer.