

Class Title:      **Administrative Assistant**  
Department:    Police Department  
Supervisor:     Chief of Police

**Class Characteristics:**

Under the supervision of the Chief of Police or designee, performs a full range of secretarial and clerical functions for the Police Department. Must have the ability to take initiative and work in an unsupervised environment as needed, conduct training for new personnel and make decisions regarding prioritization of projects and implementation of modern, efficient office systems, practices and processes.; performs related work as assigned.

**General Duties and Responsibilities:**

- Entering information into various computer systems including traffic citations, warnings, law incidents and motor vehicle crashes.
- Submission of records to the Kentucky State Police, Kentucky Department of Criminal Justice Training and FBI.
- Placing and answering telephone calls.
- Maintaining appointment calendars and court appearance schedule for personnel.
- Formatting, typing and proofreading correspondence, reports, forms, manuals and affidavits. Composing routine correspondence for department head and officers as necessary. Assisting with the completion of forms and mailing of forms and correspondence.
- Organizing and maintaining a variety of department files and records. Photocopying, collating, distributing and filing written materials.
- Gathering, organizing and copying pertinent information for the County Attorney's Office and Commonwealth Attorney's Office in the preparation of cases for trial. Setting up and maintaining Police Department case files.
- Taking statements from complainants, victims, witnesses and accused, and preparing notarized documents for signature.
- Preparing and publishing personnel work schedules.
- Screening, sorting and distributing incoming mail and prepare outgoing mail.
- Creating and organizing personnel records including medical, background, payroll, training records commendations and disciplinary files. Assisting with recordkeeping of sensitive internal investigative files.
- Ordering and maintaining office supplies and police forms and materials.
- Researching and preparing information for the public, department staff, insurance companies, attorneys and Town, State and Federal departments/agencies.
- Assisting in the preparation of annual Police Department budget. Assisting and coordinating with the City Clerk, Chief of Police and others on up-to-date status of department spending and budget.
- Assisting with the preparation of statistics and reports of police calls and activity. Assisting the Chief of Police with annual reports.
- Assisting citizens with forms, inquiries and processes relating to the Police Department.
- Other duties as assigned by the Chief of Police.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience:**

Graduation from high school or equivalent supplemented by one year office experience, preferably involving working with the public. Experience in a relevant office/administrative/clerical setting, or a combination of education and experience. High moral character; able to maintain a high level of confidentiality. Ability to attain certifications as required by the Kentucky Department of Criminal Justice Training and other government entities necessary for essential job functions. Excellent typing, spelling, filing, reception, organizational and general office skills. Good basic reading, writing, math and verbal skills. Ability to deal courteously and efficiently with a variety of individuals including Town residents, visitors, officials and staff.

### **Special Knowledge, Skills and Abilities**

- Effective written and verbal communication skills.
- Problem solving skills.
- Knowledge of modern office systems.
- Skill with typical office equipment and computers, including software and applications such as Microsoft Office Suite, Internet browsers, Webpage development software, and list-serves.
- Ability to work independently and as a member of a team.
- Respect for diversity.
- Positive attitude and a willingness to help others.

### **Skills:**

- Exceptional public relations skills.
- Excellent communication skills, in person and by phone.

### **Abilities:**

- Ability to carry out complex oral and written instructions.
- Ability to operate office equipment, including computer keyboard, typewriter, calculator, copier, telephone, and other office equipment.
- Ability to maintain accurate records and filing systems.
- Ability to make mathematical computations with speed and accuracy by hand or machine.
- Ability to establish and maintain effective working relationships with officials, employees and the general public; ability to firmly but tactfully and courteously deal with the public in difficult situations.
- Clerical aptitude. Mental alertness and attention to detail and accuracy. Good judgment. Integrity. Good physical condition.

## **ADDITIONAL REQUIREMENTS**

### **Processes:**

Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

### **Review of Work:**

Work is reviewed daily through reports, etc.

### **Analytical Requirements:**

Problems require analysis based on precedent.

### **Physical Demands of the Job:**

Work is predominantly performed indoors at a desk or table. Intermittent standing, walking, stooping is required; must lift objects weighing less than 25 pounds.

### **Tools and/or Equipment Used:**

Normal office equipment (Computer, printer, copier, fax, telephone, etc.)

### **Contacts:**

Public and internal contacts requiring tact and diplomacy are a requirement of the job.

### **Confidential Information:**

Regular use of confidential information.

### **Mental Effort:**

Heavy.

### **Interruptions:**

Constant.

### **Special Licensing Requirements:**

None.

### **Certification Requirements:**

None.

### **Overtime Provision:**

Non-exempt.