

CITY OF TAFT

CLASS TITLE: ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF **Salary Range 42.6**
\$1,808.35-2198.06 Bi-Weekly

BASIC FUNCTION:

This classification is responsible for providing a wide variety of specialized technical and functional office assistance, support, and clerical duties for the Police Chief. Responsibilities include functioning as the confidential secretary, record keeping, correspondence, and data entry. The incumbent provides information and assistance to the public for a variety of services and is expected to understand and correctly apply appropriate rules, procedures and guidelines. This position may exercise technical and functional direction and assist in projects including performing variety of administrative duties; monitoring and evaluating programs and/or projects; conducting research; gathering, and interpreting data and preparing technical and administrative reports; and performing other duties as assigned.

This position is designated as a confidential classification and is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas.

REPORTS TO:

Police Chief

SUPERVISES:

May provide oversight/lead direction to para-professional, technical or clerical classifications

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Perform duties as confidential secretary to Police Chief including composing correspondence, typing and reviewing documents, greeting visitors and answering telephone inquiries, ordering office supplies, current and retired employee identification cards and coordinating travel arrangements.
- Collect, verify, organize and input data from a variety of sources. Analyze and interpret collected data providing analyses as needed or required.
- Respond to inquiries from other departments, organizations, public agencies, and the general public.
- Process and maintain all employee files/records for the police department and correctional facility.
- Prepare annual jail profile survey for monthly and yearly statistics of in custodies, including gender, charges and criminal history.
- Prepare reports regarding detention of minors to the California Correctional Standards Authority.
- Prepare and process evaluation forms for employees at the police department and correctional facility.
- Collect, organize, calculate, and process time cards for all police employees.
- Administrator of the secure DOJ mail server.
- Manage the Department's Live Scan machine, including maintenance, records and service invoices.
- Coordinating/Facilitating outside agencies for background investigations for police and corrections employees.

- Administrator for the California Concealed Weapons Certificate, including application reviews, Live Scan applicants, maintain folders, monthly renewal notices, print certificates, and modifications.
- Provide assistance in the Dispatch Center and/or fill in as a dispatcher when needed.
- Makes deliveries including money for deposits to City Hall, post office, and other law enforcement agencies.
- Process monthly DOJ Live Scan billing for City and other local agencies employees.
- Process billing for Police Department functions including the Animal Shelter and Maricopa Animal Control.
- Process monthly Uniform Crime Report (UCR) generate and submit monthly statistics to the Department of Justice including but not limited to classifications of offenses, classification of stolen property including type and value and arson offenses.
- Meet and confer with outside agencies with contracts to upgrade and maintain office equipment.
- Order and maintain all supplies needed for the police department and janitorial supplies; keep items stocked, contact vendor and resolve discrepancies concerning invoices.
- Assist code enforcement with scanning files for city attorney.
- Submit No Longer Interested (N.L.I.N.) forms to DOJ regarding inactive employees of the police department and correctional facility.
- As RIMS administrator, process, add or modify information into the program, maintain current updates, and RIMS reports; attends annual RIMS Conference and quarterly meetings.
- Liaison between IT and Police Department Staff to repair or solve problems with computers/phones.
- Process and mail billings and submit outstanding payments to collections for DUI Cost Recoveries and parking citations, and Live Scans.
- Process and review accounts payable invoices and conduct a variety of general accounting duties.
- Create and update new forms in the Taft Police Departments computer system.
- Process annual document destruction list for the Taft Police Departments.
- Contact for audits/inspection for the Police Officer Standard Training (P.O.S.T.), Health Department, State Fire Marshal, and the Department of Justice.
- Process all Business Permits for taxi cabs and their drivers, ice cream vendors, massage therapists, massage establishments, and second hand dealers.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principals, practices, procedures, terminology, laws, rules, and regulations pertaining to the Police Department and allied functions
- Office procedures and practices and word processing, spreadsheet, and software applications,
- Financial record-keeping, bookkeeping and fiscal procedures
- Methods and techniques of research, data collection and processing of information
- Filing and inventory systems, letter and report writing

Ability to:

- Organize work, collect data, set priorities, and meet critical deadlines.
- Interpret and apply City and/or departmental policies and procedures.
- Analyze, problem solve and develop solutions.
- Take initiative, use sound judgment and work independently.
- Use tact, be flexible, adapt to changing conditions and work well as a team member.
- Establish and maintain effective working relationships at all organizational levels and with the public.
- Communicate clearly and concisely, both orally and in writing.
- Independently set up and maintain records and complex files.
- Assemble data and prepare reports.

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

Education:

Equivalent to graduation from high school, supplemented by college level courses in business, administration of justice, or a related field. An Associate of Arts or Science Degree in a related field is desirable and may substitute for one (1) year of the required experience.

Experience:

Three (3) years of progressively responsible administrative experience preferably including experience providing para-professional support in a law enforcement setting.

Certificates/Licenses:

Must possess and maintain of a valid California driver's license.

TOOLS AND EQUIPMENT USED

Desktop computers and software including word processing and spreadsheet applications; calculator; phone; and copy and fax machine; postage machine; and 10-key calculator.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually quiet.