

CITY OF TAFT

**CLASS TITLE: ADMINISTRATIVE ASSISTANT
(Police Dept.)**

**SALARY RANGE 42.6
\$1,808-\$2,198 Bi-weekly**

BASIC FUNCTION:

This is the experienced level in the Administrative Assistant classification series. Incumbents perform the full range of duties requiring more specialized knowledge and training in an assigned area. Incumbents possess technical or functional expertise in a program area and are assigned specialized duties.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or his/her designee.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Utilizing independent judgment, performs routine and complex clerical and administrative support to the Police Chief and staff. Answers telephones, provides clerical support, receives the public, and provides customer assistance.

Answers in-coming calls and routes callers or provides information as required.

Assists in the procurement of department materials, equipment, and supplies.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares confidential and special reports for the Police Chief, Sergeants and staff.

Inputs data to standard office and department forms and compiles data for various reports.

Plans conferences and training sessions. Coordinates travel plans for staff.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Schedules appointments, and performs other administrative and clerical duties.

Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and

(B) Four (4) years of increasingly responsible related experience,

(C) Experience in a municipal setting is highly recommended.

(D) 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.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

City of Taft Application, rating of education and experience; oral interview and reference check; job related tests may be required including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.