

## **POLICE ADMINISTRATIVE SPECIALIST**

### **General Statement of Duties**

Performs a variety of administrative, secretarial, and clerical support duties, as assigned, in support of the Department and the Office of the Chief of Police.

### **Distinguishing Features of the Class**

Employees in this class perform a variety of administrative, secretarial, and record keeping duties requiring independent initiative. Work requires that employees establish and maintain office filing and data base systems, and organize information flow for customer service and staff usage. Secretarial, clerical, and record keeping duties are considered at the journey level and require tact and discretion in handling public information matters. Work requires knowledge of departmental operations in order that the role may perform effectively and serve as backup and at a competent level in several roles. Work requires independence, self-initiative, and program knowledge. Precedent setting situations are referred to higher level supervisors. Guides may include a variety of written manuals and instructions, as well as oral instructions. Sound judgment is required in performing the tasks. Work is performed under regular supervision and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

### **Essential Duties and Illustrative Examples of Work**

Screens calls and inquiries; secures and gives information; handles public requests for services or information.

Receives and greets visitors; gives information concerning visitors' needs; handles some routine requests independently.

Secures information via telephone or personal contact; selects appropriate materials to answer questions. Transmits information broadly in written form to coordinate program activities and events. May coordinate program activities and meeting preparations.

Drafts correspondence, memoranda, notes, reports, forms, or other materials using past precedents as guides; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final proof of materials.

Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.

Requests information using standardized forms; creates forms when needed; compiles information requiring the selection of data from established records or reports.

Screens and routes materials according to content of communications; may do research or pull related materials from files.

Maintains data bases and files; initiates appropriate follow-up or further action based on the status of office activity.

Orders office supplies for entire department. Maintains a stock supply of regularly used items. Oversees copy machine maintenance.

Manages the employee timekeeping system. Ensures all employees are paid correctly including secondary employment pay.

Reviews all procurement card purchases. Ensures all purchases are within policy and signs off on them in the purchase card system.

Tracks career ladder promotions and completes all necessary paperwork in a timely manner.

Process all new hire paperwork. This includes State forms requires for law enforcement certification.

Performs related duties as required.

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

Considerable knowledge of office practices and procedures.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Considerable knowledge of office machines and equipment and software including work processing, data base management, and spreadsheets.

Working knowledge of arithmetic and its uses in general office work.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to be tactful and courteous.

Ability to gather and compile materials from a variety of sources.

Ability to enter data, key, or type at the speed required by the department.

Ability to use judgment in organizing and establishing formats.

Ability to record information and balance figures.

Ability to compile information based on general instructions.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with the general public, supervisors, and employees.

**Physical Requirements**

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics; operate a computer terminal, proof read materials, and do extensive reading.

**Desirable Education and Experience**

High School diploma or equivalent with 2 to 5 years secretarial or clerical experience at a journey level; or an equivalent combination of education and experience.

**Fair Labor Standards Act (FLSA) Status**

Non-Exempt

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