



Position: Police Executive Administrative Assistant
Department: Police

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description

Under direct supervision of the Police Chief, performs a variety of complex, responsible, and confidential secretarial and administrative duties requiring a thorough knowledge of organizational procedures and precedents; provides clerical assistance to the Police Chief and Captains and performs related work as required. The person in this position must use discretion and maintain confidentiality when dealing with many of the duties listed below.

Supervision/Accountability

Accountable to Police Chief. Provides guidance and assignments to part-time administration assistant, but has no supervisory responsibility.

Major Duties/Essential Functions

Operates computer, performing duties such as word processing, tracking and updating records on spreadsheets, database functions and other computer functions associated with the operation of the Department.

Performs all duties and job assignments associated with purchasing functions, including purchase requests, purchase orders, processes invoices and bills. Calls vendors and discusses materials and equipment needed by the Department. Obtains telephone quotations for materials and equipment. If required, coordinates purchasing functions with City Hall.

Creates, records and maintains records of financial, statistical, purchasing and accounting information and records related to the functions of the Department. Changes, audits and maintains these records as required. Prepares reports of information contained in statistical, accounting, financial and programmatic records for review and action by superiors.

One of two main administrators of the Police Department's scheduling program. Creates and assesses rules for proper staffing levels in accordance with contractual language. Reviews and verifies bi-weekly payroll reports from the scheduling program for submittal to the Finance Department. Capable of troubleshooting scheduling issues as they arise. Adds annual time accruals for all Police Department employees, determining pro-rates as needed.

Responsible for maintaining and organizing the hiring lists of applicants for all Police Department positions. Works closely with the Administrative Captain or their designee for compiling the information, placing the ads for the positions, receiving and entering test results from the testing entities, preparing the applicant lists for the reviewing bodies, and notification of the applicants of their status in the process. Responsible for the transcription of all hiring process interviews as well as Personnel Evaluation Profile interviews and confidential background investigation interviews.

Organizes, prepares and maintains filing systems (non-criminal) for the Police Department and Police Chief, including personnel records, payroll records, timecards, vouchers, billing records and other records as required for the operation of the Department. Maintains and monitors access to personnel files. Initiates and keeps track of personnel pay increases, clothing allowances, gun allowances, holiday and compensatory time payouts, etc. Keeps up to date with union contract language for the accurate submittal of sworn personnel financial disbursements and records. Responsible for providing Finance with benefit payout information for those employees separating from employment.

Performs support work for staff participation in professional organization activities and training. Completes travel and lodging arrangements for department staff as required. Processes for reimbursement all travel/meal costs incurred by staff during the activities/training.

Oversees proper functioning of major office equipment including, but not limited to, fax machines, copiers, typewriters and printers; maintains service agreements on various department equipment; maintains and updates the department's equipment inventory and motor vehicle lists; submits, records and maintains the department's vehicle titles, emissions, registrations and fleet numbers. Key master for the Police Department, maintaining inventory and recordkeeping of key assignments to all employees for accountability as well as building security purposes.

Assists in various parts of the budget preparation and budget objectives. Assists in the preparation of the revenue analysis. Reviews and compiles the documentation submitted in the budget process including CIP/CEP documents, budget spreadsheets for all funds, personnel benefits spreadsheet review, and personnel requests.

Responsible for the transcription of confidential internal affairs interviews, as well as the typing of any reports completed by the supervisor related to that internal affairs investigation.

Assists with the application and administration of various grants; processes reimbursements in accordance with grant guidelines.

Processes agreements, contracts, pay estimates, letters, reports, ordinances, minutes, and agendas. Assists with departmental data, research and preparation of Common Council reports.

Takes and transcribes dictation from rough draft, shorthand notes, or taped recordings; takes, edits, and processes minutes and distributes copies; Researches, compiles, and analyzes data for and assists in preparation and execution of special projects and strategic and operational planning initiatives as assigned by the Chief of Police

Receives and screens telephone calls and visitors for the Police Chief, gives and receives information requiring good judgment and discretion regarding business of the City. Maintains the Police Chief's appointments and schedule.

Acts as receptionist for work unit, receives calls, visitors, and refers inquiries as appropriate; responds to complaints and requests for information in relation to the intent, coverage, and content of instructions, guides, precedents, and regulations.

Maintains general knowledge of the FMLA policy and laws for interpretation of employee benefits. Works with Human Resource Department to coordinate and process Worker's Compensation, employee injury

reports and light duty reports.

Responsible for the petty cash drawer. Processes money from donations and other monies received.

Prepares annually at least one realistic, achievable objective which will improve the operations for the department.

Minor Duties/Responsibilities

Confers with Police Chief concerning supervisory staff; gives information and advice; receives instructions and guidance.

Resolves problems and questions presented by other staff regarding work procedures, policies, organization or methods. Provides direction and assistance to part-time employees as needed.

Filing, copying/scanning, compilation, reproduction and distribution of confidential/technical items related to the Police Department; maintains documents in accordance with records retention schedules. Prepares and/or reviews daily correspondence to ensure that they meet minimum organizational standards for spelling, punctuation and grammar.

Performs support work for the Police and Fire Commission as needed. Arranges all pre-employment testing appointments for potential candidates including physical, hearing and psychological evaluations.

Opens and separates mail for the Police Department, noting priority mail and distributes mail according to established procedures.

Attends professional seminars and conferences to improve working knowledge and skills.

Attend various meetings as assigned. Takes and transcribes minutes as required.

Provides support services as directed during emergency operations or upon activation of the Emergency Operation Center.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Performs other duties as assigned.

Knowledge

Comprehensive knowledge of office methods and procedures, equipment and filing systems; business letter and report-writing techniques; proofreading. Knowledge of payroll, budgeting, accounting, statistical and record-keeping principles and procedures. Knowledge of personal computers including network operation, Windows, word processing and spreadsheet software. Administrative knowledge of police scheduling program. General knowledge of the FMLA policy and laws.

Skill/Ability

Ability to perform all duties and essential functions in a manner consistent with the department's vision and mission. The ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper

handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; meeting the public tactfully, and courteously answering questions in person and over the telephone. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules and regulations, taking responsibility for the compilation and organization of reports; composing correspondence on own initiative; word processor typing accurately from a clear copy or from dictation equipment at a speed of 65 words per minute; making arithmetic calculations with speed and accuracy. Ability to research and obtain pertinent information through various resources. Considerable ability and proficiency in the use of a personal computer to process, access, retrieve, or input information using Windows, Microsoft Word, Publisher, and Excel software or other standardized software common to the work unit as assigned, including the ability to use the internet.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., and an associate or similar course work from an accredited business school/college, and three (3) years increasingly responsible secretarial and clerical experience such as experience as an executive secretary, account clerk, etc.

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 required to sit, talk and hear. The employee is required to use hands to type, 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. The employee is required to hear and respond to telephone conversations.

License/Certifications

Possession of a valid Wisconsin motor vehicle operator's license preferred.

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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Police Chief

Revision History:
April 1, 2020