



ADMINISTRATIVE SPECIALIST - POLICE

POSITION DETAILS

Position Title:	Administrative Specialist - Police	
FLSA Classification:	Non-Exempt	
Salary Grade:	7	
Reports To:	Police Captain - Services	
Cell Phone Stipend:	☐ Eligible	☒ Ineligible
Supervisory Functions	☐ Full-Time Employees	☐ Seasonal Employees
	☐ Part-Time Employees	☐ Volunteers
	☐ Temporary Employees	☒ No Supervisory Functions

BASIC FUNCTION

Administrative Specialist positions provide administrative assistance to a department or division to coordinate daily efforts with minimal supervision. Administrative Specialist positions in different departments or divisions may have tasks that vary widely, while overall responsibilities are very similar. Typical responsibilities include broad administrative support as required, data entry, accounting, reporting, research, and special projects as assigned. Accuracy, attention to detail, and the ability to coordinate and communicate effectively and provide exceptional internal and external customer service are required of all Administrative Specialists.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Provide staff support and clerical and administrative assistance to boards and committees; take and transcribe detailed minutes; prepare reports, agendas, correspondence, and other materials as assigned.
- Prepare and type a variety of correspondence, memos, reports, and other materials; maintain confidentiality of information and records; type reports and statements; type agendas, and other materials as directed.
- Assist the staff with special projects as assigned; research projects as assigned; and coordinate communications with other departments, agencies, civic groups, and cities as assigned.



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- Prepare process and coordinate the purchase of supplies and equipment for the office or department according to established guidelines; maintain office supply inventory levels.
- Maintain and monitor departmental budget as directed; compile and prepare records of time worked and assure accuracy.
- Prepare a variety of statistical, financial, and narrative reports and records as necessary.
- Type and distribute letters, reports, and memos, including materials of a confidential nature; compose letters requesting or providing information; track office projects and maintain related files and records; develop and maintain extensive filing systems and computerized systems to maintain records and data.
- Answer telephone calls and greet visitors; interact with numerous vendors, contractors, agencies, and citizens; receive complaints and explain division/department programs, codes, policies, and procedures within the scope of authority; provide information of a general or limited technical nature; schedule appointments and meetings.
- Operate a variety of office equipment, including personal computers, fax machines, copiers, and calculators; receive, sort, open, and distribute mail.
- Receive payments from customers.
- Perform a variety of secretarial, clerical, and public relations duties related to the function to which assigned; provide secretarial support and coordinate office clerical activities.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED
- Coursework in office management, secretarial, and computer training.
- Two (2) years of increasingly responsible secretarial or administrative office support experience.

REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License.
- Background Check.

COMPETENCIES

Knowledge Of:

- Financial and statistical record-keeping techniques.
- Processing requirements and procedures for public documents.



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- Basic budget preparation and control techniques.
- Modern office practices, procedures, and equipment.
- Operation of a personal computer and data entry and database management techniques for record maintenance and report generation.
- Applicable laws, codes, regulations, policies, and procedures related to assigned area.

Ability To:

- Use correct English in grammar, spelling, punctuation and vocabulary.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Demonstrate verbal and written communication skills.
- Plan and perform a variety of secretarial, clerical, and public relations duties to coordinate and support office operations and activities.
- Assure smooth, timely, and efficient office operations for the assigned function or activity.
- Operate a computer to enter data, maintain records, and generate reports.
- Research and analyze data and information and prepare data in format as assigned.
- Apply and explain terminology, operations, policies, and procedures of the assigned division.
- Communicate effectively both verbally and in writing.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain financial accounting records and filing systems.
- Prepare, monitor, and control assigned budgets.

Skill In:

- Applicable software.
- Type at forty-five (45) words net per minute from clear copy.
- Microsoft Suite.

WORK ENVIRONMENT

Office setting



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WORKING CONDITIONS

- Sitting and viewing a computer monitor for extended periods of time.
- Dexterity of hands and fingers to operate a typewriter and computer keyboard.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist.
- Walking.
- Lifting light objects weighing up to twenty (20) pounds.
- Hearing and speaking to communicate and provide information to others.
- Walking over rough or uneven surfaces.
- Climbing stairs.
- Bending at the waist, stooping, kneeling, or crouching.

TRAVEL

Regular travel within the City and County; Occasional travel outside of local area.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.