



ADMINISTRATIVE ASSISTANT – POLICE

POSITION DETAILS

Position Title:	Administrative Assistant – Police
FLSA Classification:	Non-Exempt
Salary Grade:	8
Reports To:	Police Chief
Cell Phone Stipend:	<input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Supervisory Functions	<input type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input checked="" type="checkbox"/> No Supervisory Functions

BASIC FUNCTION

Under the direction of a Department Head, Division Manager, or Supervisor, perform a variety of secretarial and administrative assistance duties to support office operations and activities; plan and perform administrative office coordination to ensure smooth, timely, and efficient office operations for the department; assist in the coordination of department services and activities; research, collect, analyze and compile data and statistics and create content for inclusion in reports (for example, Annual Report and Monthly Reports) maintain financial records, files and budget projections and reconciliation related to departmental operations, programs, and expenditures.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant incumbents perform a broad range of complex duties to ensure smooth and efficient office and department operations and work with little supervision.

ESSENTIAL FUNCTIONS

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

- Perform a variety of administrative, clerical, and public relations duties to support office operations and activities; perform administrative office coordination; relieve the Department Head, Manager, Supervisor, and other department personnel of technical clerical and administrative duties having a department-wide impact.
- Perform a variety of research and assist with special projects as assigned; research, analyze, and prepare recommendations or conclusions on assigned projects; coordinate communications with other departments, government agencies, civic groups, law enforcement agencies, and cities as assigned.



ADMINISTRATIVE ASSISTANT – POLICE

- Organize and coordinate office and department functions, activities, and communications; ensure efficient workflow of office operations; maintain a variety of computer files and databases related to department operations and activities.
- Maintain financial records and files about departmental expenditures, budget balances, payroll, personnel, and operations; prepare status reports, charts, and graphs as requested. Budget: anticipate purchases; provide information about trends related to budget costs; monitor and reconcile all budget lines monthly; earmark and close budgets as required. New budget: projections for the upcoming year for income and expenditures; 12-month estimates; grant estimates; fee resolutions; computation of Humane Society garbage, ILETS, and Whitcom costs; research, track, and provide information for subscriptions and IS budget costs; revenue estimates; track and upload justification letters; input numbers into the budget; collaborate and provide information to sergeants regarding budget projections; maintain and update departmental manifest Budget Worksheets used for planning; and research and plan for minor equipment items. Year-end: maintain a list of budget needs throughout the year and evaluate the possibility of purchase at the end of the year; large and small department purchases; and change over budget spreadsheets and uniform files to new fiscal year.
- ICAC MOU – for legislative-directed pay, initiate for PERSI and/or wage increases, and benefit changes each year. Prepare table showing changes, submit to Legal and Finance, track and follow the document through Council approval; and answer questions and provide information to the Attorney General’s Office. Track travel reimbursements and grant overtime. Monthly invoices for AG’s office for ICAC effort, track reimbursements and follow any new procedures from the AG’s Office.
- Prepare process and coordinate the purchase of department and office supplies and equipment according to established guidelines; research and obtain the best quality of product for price with cost analyses and history match invoices and related documents and submit for payment; maintain office supply inventory levels.
- Prepare a variety of statistical, financial, and narrative reports and records as necessary; assist in budget preparation, projection, maintenance, and control; track department expenditures.
- Compose, prepare, type, and distribute a variety of correspondence, letters, memos, compose content for police portion of website, and reports (Annual Report: create content, send updates to personnel, proof, pictures, gather information and create statistical charts, and format and distribute) including materials of a confidential nature; compose letters requesting or providing information; track office projects and



ADMINISTRATIVE ASSISTANT – POLICE

maintain related files and records; develop and maintain extensive filing systems. Be proficient in the use of email and the internet.

- Answer telephone calls and greet visitors; interact with numerous vendors, contractors, agencies, and citizens; receive complaints and explain programs, codes, policies, and procedures within the scope of authority; provide general or limited technical information; schedule appointments and meetings.
- Provide information, assistance, and explanations to the public, businesses, and agencies regarding department and City policies, procedures, and legal requirements, including civic groups (Lions, Rotary, League of Women Voters, area clergy) and governmental agencies such as Homeland Security Investigations, Attorney General's Office, press (print, radio, and TV), community and business leaders, University of Idaho staff; LE agencies in-state and out-of-state, Bureau of Criminal Investigations, state car seat personnel, Idaho Transportation Department, POST, FBI, Idaho State Police Secretary of State, MPD Wives Group, and Idaho Department of Health and Welfare.
- Keep Command Staff and department abreast all deadlines, events, and milestones such as award presentations, meetings, participation in events, City deadlines, Book a Bunga, Dispatchers Week, Police Memorial Week, Safe Routes 2 School events, AMPS deadlines, Holiday parade, Veteran Day Recognition, budget calendar deadlines, and Administrative Professionals' Day. Inform the HRC Chair of events and deadlines and balance budget.
- Receive requests for various departmental or City information; research (personnel, budget costs, and contract history, and any others as needed) and locate information and communicate to citizens, businesses, agencies, government, and law enforcement agencies, or City personnel; research and issue permits related to department functions.
- Prepare agendas and provide staff support and administrative assistance to boards and committees; prepare reports, agendas, correspondence, and other materials as appropriate and according to decisions and approved actions.
- Operate a variety of business and office equipment, including personal computers, fax machines, copiers, and calculators, drive a vehicle as required, and receive, sort, open, and distribute mail.
- Provide staff support and clerical and administrative assistance to boards and committees; take and transcribe detailed minutes as directed; prepare reports, agendas, correspondence, and other materials as assigned.
- Inspect reports, records, and other data for accuracy, completeness, and compliance with established standards, including reports from other department clerical staff; compile information and prepare reports.



ADMINISTRATIVE ASSISTANT – POLICE

- Grant familiarity. Ability to create verbiage, calculate wages including OT and match, and/or collaborate with others on grants; track and maintain deadlines and files, and follow state and federal grant requirements and procedures. (Examples include: ITD Grants {Cops on a Bus, STEP, Mobilizations, car seat grant, SWET, TEEMA Grants}; Narcan; Pullman Police Department LEMHWA; Office of Drug Policy; Inland Broadcasting Grant; Walmart Foundation; WatchGuard; and DOJ ballistic vest grant).
- Projects as assigned: Strategic Plan, Idaho Chiefs of Police Accreditation, website, various audits with Bureau of Criminal Investigation and Idaho State Police, and proctor for promotional interview boards.
- Personnel: orientate new Captain(s) to processes by guiding in budget practices, answering questions, providing information, and proactively informing them of upcoming responsibilities and deadlines; plan all pinnings, awards, farewells, flowers, and meals; meet any other department personnel needs. Attend and provide minutes for confidential Internal Affairs meetings.
- Direct and supervise college-age interns who provide administrative tasks.
- Design and/or involvement in the design of public relations items, such as badges, coins, patches, tie-tacks, awnings, tablecloths, and department and school resource handouts.
- Website: Create content, add pictures, and update with any personnel or department changes.
- Event planning and execution: HRC Sheikh Biennial Award, large-scale retirements; year-end awards; Police Memorial Walk; State ICAC unit meetings; recognition ceremonies; open house events; large tours; family events; trainings for department and visiting trainers (correspond with responsible parties, schedule and make all arrangements including refreshments, etc.); clergy; and Idaho POST meeting of Sheriffs and Chiefs. Create and maintain all event files with details, cost analyses, and suggestions/recaps from year to year.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED.
- Coursework in office management, secretarial training, or related field and five years of increasingly responsible experience in a similar position.

REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License
- Background Check



ADMINISTRATIVE ASSISTANT – POLICE

COMPETENCIES

Knowledge Of:

- Financial and statistical record-keeping and analysis techniques.
- Processing requirements and procedures for public documents.
- Grant familiarity and tracking.
- Event planning.
- Press and public relations.
- Project management.
- 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:

- Prepare and present financial, statistical, and narrative reports.
- 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.
- Perform a variety of administrative, clerical, and public relations duties to support office operations and activities.
- Assure smooth, timely, and efficient office operations for the assigned function or activity.
- Relieve the Department Head, Manager, or Supervisor of administrative duties having a department-wide impact.
- Plan, prioritize, schedule, and organize work and deadlines for the Command Staff and department.
- Operate a computer to enter data, maintain records, and generate reports.
- Evaluate, recommend and implement changes or improvements in operations, systems, procedures, policies, and methods operations, systems, procedures, policies, and methods.
- Research and analyze data and information and prepare data in format as assigned.
- Present ideas and concepts clearly and concisely with research, if required.



ADMINISTRATIVE ASSISTANT – POLICE

- Communicate effectively both verbally and in writing.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work confidentially with discretion in highly discretionary situations
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Work independently and proactively with little direction.
- Understand and work within the scope of authority.
- Maintain financial accounting records, policy and procedures, and filing systems.
- Prepare, monitor, and control assigned budgets.

Skill In:

- Applicable software.
- Type at 50 words net per minute from clear copy.
- Microsoft Suite.

WORK ENVIRONMENT

- Office setting
- Driving a vehicle to conduct work.

WORKING CONDITIONS

- Sitting and viewing a computer monitor for extended periods.
- 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 50 pounds.
- Hearing and speaking to communicate and provide information to others.

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.



ADMINISTRATIVE ASSISTANT – POLICE

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.