

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Chief of Police by expediting, coordinating and interpreting to staff, departmental policies and procedures in administrative matters. This is important administrative work, the primary purpose of which is to free the time of the Police Chief for planning and policy-making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the Police Chief, permitting the employee wide leeway for the exercise of independent judgment in applying policy to specific cases. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Handles confidential communications through emails, phone calls and correspondence,
Plans and supervises the collection, tabulation and analysis of statistical and financial data;
Expedites the preparation of reports and the maintenance of records;
Reads incoming mail and answers general correspondence;
Reviews arrest reports for accuracy, completes fingerprint cards.
Provides relevant information to Village Court and the District Attorney's office.
Provides media reports to new media.
Maintains Police files including dispositions or arrests, traffic tickets and parking fees.
Prepares payroll and maintains up to date leave time and other benefits for the department. Performs related work necessary for the efficient execution of phone and dispatching.
Orders supplies and maintains law books.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and to secure their cooperation; pleasing personality and appearance; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Five (5) years full-time permanent competitive status in an entrance level clerical position.

OPEN COMPETITIVE: Either:

(a) Graduation from a regionally accredited college or university with a bachelors degree in accounting, business, public administration, or related field and one year office experience in a public law enforcement agency.

(b) Graduation from a recognized college with an associate degree in accounting, business, public administration, or related field and three years of paid experience as defined in (a).

(c) Graduation from high school or equivalency and five (5) years of paid experience as defined in (a) above.

(d) An equivalent combination of training and experience as defined by the limits of a, b, or c above.

Created

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