

CITY OF HARRAH

OCCUPATIONAL TITLE: PT Administrative Assistant **OCCUPATION CODE:** 1118

DEPARTMENT/DIVISION: Police

GENERAL DEFINITION:

This is complex administrative work involving performance of a number of varied administrative and office tasks performed for a complex City department.

This position involves administrative duties of a highly responsible nature. An employee in this class performs complex administrative and office functions. This work requires the exercise of considerable initiative, independent judgment and discretion in performing a variety of jobs related to specific aspects of Department operations.

This work also entails responsibility for compiling and maintaining information and records regarding the various technical and procedural matters that affect the operating department to which the position is assigned. New assignments and changes in policies and procedures are received in general outline and the employee is expected to proceed with minimal supervision or direction; the employee transmits administrative decisions, refers technical or policy questions to appropriate personnel and carries out assigned administrative duties. The work is reviewed for the achievement of desired results and for adherence to established policies and procedures and reports to the Police Chief.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of the position.)

- Perform a variety of office administrative tasks to relieve a City department head of important administrative or process detail;
- As property room manager, ensure all case evidence is properly logged, packaged and stored in a safe manner while preserving the integrity of each item to avoid cross contamination. Track all evidence, maintain disposition schedules for each type, receive, store and release/dispose of all evidence, found property or property held for safekeeping according to state statutes and municipal ordinances.

- Independently monitor and register convicted sex offenders. Coordinate with the Dept. of Corrections and other law enforcement entities when transferring offenders to different jurisdictions.
- Independently conduct local background checks for other law enforcement entities, military and CLEET purposes.
- Search female arrestees in the absence of a female officer and in the presence of the arresting officer as requested, monitor arrestees via camera while being held in the jail cell for safety purposes;
- Direct callers and visitors to the proper person/office;
- Process requests for public records of the Police Department;
- Interpret departmental operations and activities to the general public, either personally or by phone;
- Type letters, memoranda, reports and other material from dictation or handwritten rough copy using a computer;
- Compose correspondence in reply to more routine inquiries;
- Maintain complex internal accounting records as required by departmental policies;
- Keep monthly records and statistics for presentation to the City Council;
- Prepare material of a confidential or legally significant nature;
- Access and maintain a variety of files for personal and departmental use such as: investigative/accident files, requisition files, directives, etc.
- Operate computer, 10-key, photocopier, or other related office equipment;
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
- Do any and all other functions that may be required by the Chief of Police or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Knowledge equivalent of a high school diploma and such training and/or experience as would provide the applicant with the below referenced knowledge, skills and abilities;
- Considerable knowledge of business English (spelling, punctuation, grammar and format) and of modern office practices, procedures and operations.
- Knowledge of elementary bookkeeping;
- Knowledge of office equipment such as adding machines, computers and photocopiers;
- Knowledge of general departmental and City operations and organization;
- Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies;
- Ability to make arithmetic computations accurately and rapidly;

- Ability to maintain complex clerical records and prepare reports from such records;
- Ability to prepare correspondence on routine matters and to perform routine office management details without specific direction
- Ability to establish and maintain filing systems;
- Ability to understand written and oral directions;
- Ability to maintain an effective working relationship with other employees;
- Ability to deal with the public in a tactful and courteous manner;
- Ability to type, enter and retrieve information from a computer terminal;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Some exposure to unpleasant citizens, must be able to handle tactfully;
- Subject to abnormal daily stress;
- Must be able to handle and properly account for large volumes of documents with confidentiality;
- Must have the physical dexterity to type 60 words per minute with accuracy
- Subject to constant noise of a computer, copying machine or telephone;
- Subject to continuous exposure to light and glare from a computer terminal;
- Work is typically indoors, subject to sitting, standing, walking or using a telephone for extended periods of time;
- Subject to working in a confined area in close proximity to others, with frequent interruptions;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person within the confinement of a semi-noisy environment
- Vision required to read and review written correspondence, reports, computer, screen, etc.
- Must be able to stretch, reach and lift up to 20 pounds.

SUPERVISION:

This position is under the direct supervision of the Police Chief.

EEO Class: Administrative Support (OC/9131)

FLSA Status: non-exempt

Grade: H-2

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the city of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer

Retain in employee personnel file
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