

City and Borough Sitka, Alaska

Class Specification

Class Title	Administrative Assistant (Police)
Class Code Number	1017
FLSA Designation	Non-Exempt
Pay Grade and Range	22
Effective Date	7-1-97

General Statement of Duties

Provides office administration for the Police Department within the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform clerical and office administration tasks in support of Police functions. The work is performed under the direct supervision of the Police Chief but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department or related departments as required or as assigned by supervisory personnel. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Issues and enters purchase orders and receipts materials electronically;
- Orders materials for the Police Department and maintains departmental inventory;
- Maintains petty cash accounts for the department;
- Makes all travel and training arrangements for Police personnel as requested;
- Types departmental budget documents and monitors department budget expenditures;
- Prepares financial summaries on departmental grants;
- Performs accounting research functions as necessary to locate and correct journal entries and update a fixed asset inventory list;
- Collects and verifies employee time sheets;
- Establishes and maintains departmental files and retrieves, copies and distributes materials to appropriate personnel;
- Receives and distributes incoming mail to all appropriate Police personnel;
- Types, prepares and/or transcribes correspondences for the Police Chief;
- Incorporates and maintains a database for employee training files;

- Answers departmental telephones, providing information to callers or referring individuals to appropriate Police personnel or other City and Borough departments or outside agencies as necessary;
- Greets visitors to the department, dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes actions to resolve problems and represents the Police Department in a courteous and professional manner;
- Maintains the Police Chief's appointment schedule;
- Performs research and compiles data for Police projects;
- Monitors the progress of projects or directives as assigned by the Police Chief;
- Performs special projects for the Police Chief as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal Officials and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of modern filing systems;
- Some knowledge the current practices and procedures involved in Police operations
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, an Associate's Degree or equivalent in Office Management or a related field preferred; and
- Considerable related office experience, preferably within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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