

South Jordan City

Job Description

Title:	Police Administrative Assistant	Effective Date:	10.20.2020
Org:	100600	FLSA:	Nonexempt
Pay Grade:	9	Workers Comp:	Clerical

GENERAL PURPOSE

Under general supervision perform variety of general, technical, and administrative duties to coordinate and expedite the administrative functions of the Police Department. Perform a variety of confidential and administrative duties for the Police Chief and Administrative Staff.

SUPERVISOR

Police Chief

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Manage the reception area of the police administration area, serve as the first point of contact for customers, and handle routine inquiries.

Maintain calendar; schedule and coordinate meetings and appointments; apprise police chief of schedule; follow up on scheduled appointments as needed. Maintain appointments and prepare agendas for police chief.

Handle various and specially assigned administrative activities as designated by the police chief or deputy police chief, including facilitating projects, programs, research and report preparation
Produce the Police Department annual report under direction of command staff

Produce monthly and quarterly statistics under direction of command staff

Work on other special programs and projects as directed by the Chief of Police.

Maintain credit cards and process payments as needed.

Provide administrative support to the Chief of Police and the Administrative Staff.

Attend staff and administrative meetings to take minutes; transcribe and prepare minutes for review and approval; and maintain official minute record for all department administrative meetings.

Initiate and maintain files and records including official resolutions, ordinances, policies and procedures, budget, purchasing, personnel, payroll, and other records to assist in the administration of departmental programs; ensure proper filing, and maintain and update resource materials.

Collect, compile, and analyze information from various sources on a variety of specialized topics; write reports that present and interpret data, identify alternatives and make and justify recommendations.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.:
- AND
- B. Four (4) years of related work experience

2. Special Qualifications:

BCI Certification within six (6) months of hire

3. Knowledge, Skills and Abilities:

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.); some knowledge of basic mathematics

Ability to operate a personal computer and Microsoft products.

Ability to maintain confidential data and information; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; plan and organize work to meet schedules and timelines; compile, tabulate, and analyze data and information and prepare summaries and reports; transcribe recorded minutes; communicate effectively verbally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of your work; perform general bookkeeping; establish and maintain comprehensive records and files.

4. Working Conditions:

Generally light physical effort, typically in an office setting with comfortable working conditions. asks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Police	EEOP Class:	Adm Support
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	