

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: Police Administrative Assistant

GENERAL STATEMENT OF JOB

Under limited supervision, provides complex, confidential and specialized administrative support of department and City information. Position relies on senior-level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Employees function at an expert level and are accountable for the accuracy of both routine and non-routine, sensitive administrative support duties performed and analyzes complex administrative problems.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Acts as assistant to one or more senior administrative officials in a particular department by performing designated administrative details.

Research and generates various complex, sensitive and specialized correspondence, memos, agendas, orders, reports, forms and other relevant materials.

Monitors and processes purchasing requisitions, invoices, check requests and provides to appropriate staff for additional further processing.

Completes and processes various forms required of the Police department, i.e, employee action forms, invoices, purchase orders, reports, and notices.

Maintains department calendar, arranging scheduling for meetings, interviews, travel, equipment repair and service, and department functions.

Performs a variety of essential record keeping duties, and manages department record keeping and filing system.

Assists other departmental employees by relaying instructions, advising on departmental policy, and requesting information as directed by supervisor.

Performs related work as required.

Performs emergency response duties as necessary.

Performs customer service activities, which includes responding to in-person or telephone inquiries, greeting the public, providing information on departmental services and functions, and directing callers to appropriate personnel.

Can perform payroll functions, such as entering additional compensation slips, preparing employee action forms, maintaining timekeeping information, and processing and submitting information to the Human Resources Department.

Prepares and processes purchasing requisitions, check requests, change orders and invoices.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by college level courses in advanced office support functions, or at least three (3) years full time work experience, or an equivalent combination of education, experience, and training. Must possess and demonstrate an advanced level of competency in designated P.C. software programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Expert knowledge of advanced functions and operations of the Police Department.

Considerable knowledge of governmental purchasing, personnel and accounting procedures.
Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and methods.

Knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in performing stenographic and keyboarding tasks.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, support staff and other departments position interact with.

Ability to analyze, organize, and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

City of Margate, Florida • Police Administrative Assistant

Employee Name and Signature

Date