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**Administrative Assistant**

**Department:** Police Department  **FLSA:** Non-exempt

**Reports to:** Police Chief

**GENERAL DESCRIPTION**

Under the general supervision of the Police Chief, the Administrative Assistant provides administrative and clerical support for the agency and senior command staff. This position is responsible for the initial public contact through telephone and personal encounters. Administrative Assistant is responsible for carrying out all essential duties as assigned by the Chief of Police. Work will be reviewed and evaluated through direct observation and appraisal of written and oral reports concerning activities and assignments

**ESSENTIAL JOB FUNCTIONS**

Arrange meetings and schedules appointments for the Chief of Police

Perform a variety of routine and complex clerical and administrative duties keeping official records, provide administrative support to the police command staff and assisting in the administration of the standard operating policies and procedures of the Pineville Police Department

Works under the direct supervision of the Chief of Police or his direct designee

Screen telephone calls and greet visitors, ascertains the nature of business and takes actions or refers visitors to the appropriate staff member

Assist in the procurement of agency materials and supplies

Responsible for agency procurement card(s), inputting proper account codes for all transactions and reconciling the agency’s line item budget

Receives and distributes incoming mail and processes all outgoing mail

May be required to transcribe sensitive and confidential materials as directed by the Chief of Police or his direct representative

Maintains agency personnel records, training records and will establish and maintain adequate filing systems

Performs clerical duties such as, but not limited to copying documents, preparing charts and graphs and other routine correspondence

Maintain inventories and orders office supplies and materials

Responsible for updating and maintaining the policy and procedures manual for the agency as directed by the Chief of Police

Operates a variety of office equipment and use various computer software applications i.e., Microsoft Office (Word, Excel. Outlook and Internet)

May serve on various employee committees as required or assigned

Arranges intra-departmental meetings, conferences and training sessions

Interacts with other law enforcement agencies at the local, state and federal level

Updates and maintains agency website

Performs related duties and assignments as directed by the department

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of personal computers and electronic data processing including MS Office and MS Windows; working knowledge of the agency’s computer network and Records Management System (RMS); working knowledge of modern office practices and procedures; some working knowledge of accounting principles and practices; ability to communicate effectively both verbally and in writing; ability to type a minimum of 55 words per minute; ability to compose, prepare and assemble information; ability to deal with the public in a cordial and professional manner; ability to exercise independent judgment; ability to maintain confidentiality of sensitive information; ability to properly operate a multi-line telephone, typewriter, fax machine, computer terminal, copy machine and calculator.

**EDUCATION AND EXPERIENCE**

A High School Diploma or GED equivalent or an Associate’s degree in a related field and two to three years of directly related experience in customer service, office management or administrative support.

 **ADDITIONAL REQUIREMENTS**

Must be able to read, write and speak the English language

Must be able to acquire and maintain a valid Notary Public Certification in North Carolina.

Must have a valid North Carolina or South Carolina driver’s license

**PHYSICAL REQUIREMENTS**

Must be able to perform sedentary work exerting up to 25 pounds of force occasionally and less force frequently

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, perform accounting tasks and do extensive reading. Specific vision abilities required by this position include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**