

Job Description

Human Resource Use Only

Position Number:
Step/Grade - H
Effective Date: 12/2013

POSITION IDENTIFICATION

Position Title: Administrative Assistant
Division: Police
Status: Full-Time Non Exempt
Workweek: Mon-Fri

SUPERVISORY RELATIONSHIPS

Reports to: Chief of Police
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

This is a professional administrative position offering a wide variety of administrative and technical support to the administrative staff of the Manitowoc Police Department. The work requires the exercise of confidentiality, initiative, independent judgment, and discretion in handling delegated administrative details. The duties of this position are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects and is under the pressure of completing them within a limited time. This position handles all confidential correspondence concerning personnel, grievances, union negotiations, strategies, and other confidential matters that may arise from any source. The position has no supervisory responsibilities, but the employee frequently works with considerable independence of action in preparing routine correspondence, providing information, receiving complaints, and performing other public contact work. The work is performed under moderate supervision and reviewed in a general manner on the basis of results obtained.

ESSENTIAL DUTIES

- Review, sort, and route incoming and outgoing mail, including interdepartmental and confidential mail.
- Handle all confidential correspondence that comes into the office concerning a variety of issues.
- Schedule confidential meetings as required, to include sending notices and agendas. Take and transcribe minutes and notes when necessary. This includes similar responsibilities for performance evaluation and disciplinary actions, as well as for union negotiations and grievance actions. Confidential records are typed, filed, and accessed by the administrative assistant.
- Attend all Public Safety and Police & Fire Commission Meetings. Also responsible for putting together the agenda, invites and minutes for both meetings.
- Transcribe dictation of letters, memorandums, complaints, reports, agreements, legal documents, labor negotiations strategies and planning, and other related materials.
- Assist with the annual budget preparation and work throughout the year in monitoring accounts, tracking grants and fulfilling annual program requirements.

- Responsible for the handling of all police department accounts, payments, **receivables**, and petty cash.
- Responsible for using word processing, spreadsheet, data base, presentation, and e-mail software programs, as well as internet technology in dispensation of duties.
- Responsible for payroll records, employee information, and all support administration for employee matters under the supervision of the administrative division of the police department.

OTHER DUTIES

- Establish and maintain filing system, control records and indexes using moderate independent judgment.
- Receive and screen telephone calls and visitors.
- **Perform job duties of the Office Manager when the incumbent is out of the office.**
- Performs other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** High school diploma or equivalent
- Experience:** Considerable secretarial and administrative experience; or an equivalent combination of education and experience
- Certifications/Licenses:** Must possess a valid driver's license;
- Other Requirements:** Must possess or have the ability to obtain notary certification.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to communicate effectively with department staff and clearly explain department procedures to members of the public in a professional and courteous manner; read and interpret policy manuals and City Ordinances; prepare and issue reports in a clear, concise and professional manner; add, subtract, multiply, divide, calculate percentages, fractions, and decimals; apply concepts such as percentages, ratios, area, volume, circumference, and proportions; interpret basic descriptive data and reports; ability to interpret graphs and formulas; and handle situations with irate customers in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity. This position must also have the ability to operate office equipment and machinery such as computer keyboard/terminal, photocopier, computer printer, calculator, telephone, transcriber, and fax machine; coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use; exert light physical effort in lifting, carrying, pushing, and pulling; and the ability to recognize and identify individual characteristics of colors, forms, and textures associated with job-related objects, materials, and tasks.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** The employee is required to use both hands to touch, grasp, feel, and reach with hands and arms

Physical Effort: The employee is required to sit, stand, walk, talk, and hear. The employee may be required to climb, stoop, kneel, or crouch. The employee is occasionally required to lift and move up to 50 pounds. Vision abilities include distance and close vision, depth perception, and ability to focus.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position generally works in an office environment under a controlled climate where exposure to environmental factors is minimal and poses little to no risk of injury. Occasionally required to drive a car to run errands, where employee may be exposed to heat, cold, humidity, and inclement weather. In-state travel may be required occasionally.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

