JOB TITLE: Administrative Assistant
DEPARTMENT: Police
REPORTS TO: Police Chief
PAY GRADE: 38
EMERG. STATUS: Non Essential
FLSA STATUS: Non-exempt

JOB SUMMARY:
Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

BUDGETARY RESPONSIBILITIES:
No budgetary responsibilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES
1. Performs a wide variety of complex, responsible, and confidential administrative professional duties for the Police Chief; performs special projects and assignments; coordinates and prioritizes workflow; directs and oversees office operations.
2. Compiles information for sensitive reports and evaluations; assists in preparing comprehensive reports, prepares minutes of meetings; recommends improvements in workflow, procedures and use of equipment and forms.
3. Screens visitors and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to the Police Department.
4. Maintains calendars of Department activities, meetings and various events; coordinates activities with other City departments, the public and outside agencies; maintains the Chief’s appointment calendar, schedules meetings with citizens and staff when directed.
5. Operates a variety of office equipment including a computer; inputs and retrieves data and text; organizes and maintains disc storage and filing.
6. Makes limited delegated policy and procedure interpretation within the specific areas of authorization by the Department; conducts transactions with Department Heads, other employees or proper agencies requiring detailed knowledge of rules, procedures, policies, precedents, and activities; supplies information involving facts and interpretations.
7. Prepares invoices, permit applications, memos, financial statements and other documents, using word processing, spreadsheet, database, or presentation software; maintains large amounts of administrative correspondence in a retrievable format.
8. Opens, sorts and distributes incoming correspondence, including faxes and email.
9. Performs general office duties such as ordering supplies and performing basic bookkeeping work.
10. Organizes and maintains complex technical and confidential filing systems; manages department records system including citizen’s complaints, internal investigations, Use of Force reports, performance evaluations, TCOLE file, and department personnel files.
12. Manages and facilitates incoming calls for off-duty security services; posts off-duty job notices.
13. Performs a variety of research, investigative, statistical and analytical tasks relating to administrative processes and responsibilities; keyboards and proofreads a wide variety of reports, letters, memos and statistical charts; keyboards from rough draft or recordings; independently composes correspondence related to responsibilities assigned.
14. Prepares agendas and makes arrangements for committee, board, and other meetings; develops critical communication pertaining to City Council Agendas, various correspondence, formal contracts, documents, manuals and reports; prepares material for staff presentations to various boards and committees, to include the City Council.
15. Provides information to the media; receives and evaluates public information requests; directs requests to
   the appropriate staff person or provides appropriate information.
16. Monitors mandatory deadlines for various State and Federal reporting requirements.
17. Coordinates the Internal Advisory Committee and the Employee Recognition programs.
18. Coordinates travel arrangements for Department staff as needed.
19. Possesses a CJIS security clearance; serves as a Notary Public for the department.
20. Regular attendance at work and arrives on time.
21. Performs all other job related duties as assigned or as become apparent.
22. Able to get along with other employees and the public.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:
Employee occasionally lifts materials weighing 20-50 pounds or climbs in order to reach cabinets. Ability to bend
and squat in order to file or retrieve information. May be exposed to electrical, mechanical or chemical hazards
while maintaining and/or operating office equipment.

REQUIRED CONTACTS
Employee has extensive professional communication with the public while representing the City of Victoria, Police
Department and the Office of the Chief of Police. Employee also communicates with other city employees and
departments on a routine basis and provides information in a courteous manner.

REQUIRED QUALIFICATIONS
Knowledge, Abilities and Skills--
Ability to read and effectively communicate both verbally and in writing. Ability to prioritize work assignments;
manage programs; read and understand manuals; record work activities. Must be able to maintain confidentiality,
multi-task, and be well organized. Ability to input and retrieve data utilizing a computer. Extensive knowledge of
Microsoft Office applications including but not limited to Word, Excel and Outlook. Skill in the operation and
maintenance of office machines and equipment including computers, typewriters, copiers, facsimile and other office
equipment. Skill in typing and word processing.

Minimum Education, Experience and Certification--
Associate degree in business, English or other related field plus minimum of 3 years office or business experience.
Will consider equivalent combination of experience and education, which provides the knowledge, abilities and
skills required for the job. Requires a Notary Public commission or ability to obtain one within 6 months of
employment. Requires valid Texas Driver’s license with driving record that meets City guidelines.

UPDATED: August 2016

SIGNATURE:

Employee _________________________________ Date _______________

Immediate Supervisor ___________________________ Date _______________

Department Director ____________________________ Date _______________