



Administrative Assistant- Police
Starting Pay: \$20.00

Job Summary:

GENERAL PURPOSE: Under general direction, performs responsible administrative tasks in support of the Chief of Police. Assigned duties may include administrative and technical tasks, providing guidance to staff, monitoring and preparing schedules and budgets which require thorough knowledge of City and Department policies, procedures, programs, and office equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Perform administrative, technical, and analytical tasks in support of the Police Chief.
- Prepare and compose, from brief oral instruction or written draft, correspondence requiring discrimination and judgement in the selection of data or interpretation of laws, rules, or policies.
- Establishes and maintains files concerned with projects, staffing budgeting, and/or policy matters; records actions taken on sensitive issues.
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- Arranges schedule of appointments for the Police Chief, exercising discretion in committing department heads time, and in referring caller or visitor to another appropriate source of information or service.
- Uses computer, software programs, other technology tools, and office equipment to perform a variety of administrative and technical tasks as assigned.
- Maintains office supply inventory, ordering supplies, by originating requisitions and monitoring receipt of supplies.
- Processes and tracks purchase orders.
- Performs ongoing administrative tasks such as developing budget requests, conducting surveys, analyzing data, and researching, administrating certain aspects of department programs and developing assigned reports.
- Serve as departmental timekeeper.
- Serves as primary resource point for Department employees, citizens, or visitors, answering procedural, informational or technical inquiries.
- Requires a thorough knowledge of City programs, functions, organizational structure, as well as the use of independent judgement and discretion in the release of information.

- Complies a variety of narrative and statistical reports, locating sources of information, devising forms needed to secure data.
- May edit draft staff reports, crime reports, accident reports, for grammatical and punctuation errors but also to include open records requests.
- Refers caller or visitor to other appropriate sources of information.
- Prepares documents from notes, rough draft, oral instruction, memos, transcripts of minutes and reports, edits drafts for composition and grammatical structure.
- As assigned establishes and prepares meeting packets for policy-making body.
- Maintains departmental budgetary records, track payments, research payment history and rectify errors.
- Performs related duties and fulfills responsibilities as required.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent
- Associate's Degree in Criminal Justice or related field (preferred)
- A minimum of two years of broad-based training and/or work experience to demonstrate possession of the knowledge, skills, and abilities required to manage workload and complete assignments.
- Ability to be certified by the Texas Department of Public Safety in TCIC/NCIC operations within 6 months of employment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-15 pounds). Occasional lifting of weight up to 20 pounds may occur. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability. Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. The essential functions of this position require the use of a computer, various software applications, office equipment and phone. Occasional exposure to unpleasant or stressful customer interactions.

EMPLOYEE ACKNOWLEDGMENT AND SIGNATURE:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The City of Kirby is an at-will employer and the employee, or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws. The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

WORK ENVIRONMENT:

The work environment characteristics described here 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.

In a typical work setting, the Administrative Assistant-Police:

Interpersonal Relationships

Have a high level of social contact working closely with staff in shared office spaces, and maintains daily contact in person, by phone and email with city staff, vendors, contractors, and the department. It is imperative that the person employed in this position maintains professional and ethical standards, including courtesy, cooperation, transparency, positivity, reliability, efficiency, and a respectful attitude towards others, and shall represent the City in a positive way, both on duty and in connection with City sponsored activities.

Hours/Travel

Typically works a standard Monday-Friday 40-hour week but may be required to work evenings or weekends to meet deadlines or for special projects/assignments. Predictable and regular attendance is considered an essential job function for this position.

Physical Demands and Work Conditions

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

Disaster Service Workers Clause

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees; normal work assignments and may continue through the recovery phase of the emergency.

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as a list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned by the immediate supervisor. The City of Kirby is considered an At-Will employer, meaning both you and the City may, without any liability, terminate the employment relationship for any reason at any time and without notice.

To Apply: www.kirbytx.org
Click on Employment Tab.

- A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals.

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).