

## **CITY OF EMERYVILLE/MESA**

**Created:** June 2016  
**TITLE:** POLICE ADMINISTRATIVE ASSISTANT  
**FLSA:** NON-EXEMPT  
**Class Code:** 1232

### **POLICE ADMINISTRATIVE SPECIALIST**

#### **DEFINITION**

Under general supervision, performs a variety of complex, sensitive, specialized and confidential administrative and office support functions for the Chief of Police and the Police Command Staff (collectively known as “Executive Management”), including composing correspondence for signature, writing reports, conducting research, assignment work and deadlines; ensuring timely and accurate responses to assignments. Performs other related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Police Administrative Specialist receives general supervision from the Chief of Police and Police Department Command Staff. Exercises no supervisory duties.

#### **CLASS CHARACTERISTICS**

This is a single position classification in the Police Department. This class is distinguished from other Police support positions by the nature, diversity and scope of responsibilities originating from this level and requires a superior level of confidentiality and sensitivity in dealing and interacting with a larger number of internal and external contacts.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*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.*

Provides essential confidential administrative support to the Office of the Chief of Police.

Composes routine correspondence; prepares drafts and a wide variety of finished documents from notes, brief written or oral instructions.

Disseminates information to Command Staff as needed.

Creates, maintains, updates, and tracks confidential files/information, including employee personnel files, ensuring accuracy and completeness.

Assures confidentiality of sensitive files per Department Policy, local ordinance, State and Federal statutes.

Acts as the confidential liaison for all administrative requests and concerns.

Processes DMV Requests for Confidentiality; maintains file and notifications to DMV when employee is no longer eligible.

Tracks evaluations for Department personnel, notifying Captain of Services of evaluations due for current month, as well as those past due.

Maintains DMV employer pull notices, deletions, and additions.

Prioritizes and tracks time-sensitive events and assignments to ensure timely completion.  
Compiles and maintains complex sensitive records.  
Establishes, updates, and maintains manual and automated filing systems to store and track records/information.  
Maintains the required state forms and logs for citizen complaints per guidelines and directives.  
Completes the complaint package and file the citizen complaint per guidelines when the investigation is concluded.  
Maintains the Departmental log and required forms for Internal Affairs investigations per Departmental guidelines.  
Completes Internal Affairs package and files appropriately when investigation is completed.  
Receives and sorts mail, processing paperwork, accounts payable.  
Provides Live scan and ink fingerprint to staff and public.  
Conducts background investigations and issues permits and badges for card club and taxi drivers and ordering supplies and department forms.  
Processes payroll and employee transaction forms and file department records.  
Oversees the DUI Cost Recovery Program.  
Resolves complaints and problems by interpreting departmental policies and regulations.  
Attends and participates in community events.  
Assists in the recruitment testing process; participates on Police Services Technician oral boards and officer physical agility testing.  
Organizes own work, sets priorities and meets critical deadlines with minimal direction.  
Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices and procedures including business correspondence.
- Microsoft Office software including desktop publishing software.
- Public relations techniques and procedures.
- Record-keeping and report writing principles and procedures.
- Modern office practices, methods, and equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Records management systems (both manual and automated).
- Techniques for providing a high level of customer service by effectively dealing with the public and City staff.

### **Ability to:**

- Perform administrative assignments independently with a high degree of accuracy and under minimum supervision.
- Organize own work and set priorities.
- Follow oral and written directions.
- Exercise good judgment in safeguarding confidential or sensitive information.
- Independently make decisions when required and exercise initiative when appropriate using established guidelines.

- Communicate effectively in verbally and in written.
- Read and comprehend complex technical material and directives.
- Compose correspondence and minutes from marginal notes.
- Meet deadlines under pressure.
- Make business arithmetic computations.
- Maintain confidentiality of information.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. An associate's degree in Administration of Justice is desirable. A minimum of three years' administrative experience is required. Experience at the level of an Executive Assistant in a law enforcement environment is desirable.

**Licenses and Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Position also requires a background check and pre-employment medical examination.

**PHYSICAL DEMANDS**

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, photocopier, word processor; ability to sit for extended periods; stand , walk, bend reach above and below shoulders, lift and carry objects weighing up to 30 pounds, work occasional long hours.