



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Administrative Aide - Police

JOB NO: AS045126

JOB FAMILY: Administrative\Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

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 an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide a wide variety of highly responsible and complex administrative support to Police Administration and Police Chief; to provide professional, effective and efficient public service assistance to the general public.

SUPERVISION

General supervision is provided by the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide administrative support to assist Police Chief and other support staff in the completion of their duties and responsibilities; provide training and direction to other support staff and divisions as needed.
3. Plan, prioritize, assign, supervise and review the work of assigned staff; participate in selection of assigned staff; provide and coordinate staff training.
4. Provides skilled and responsible administrative support to the Police Chief on special projects.
5. Coordinates department wide response to informational requests; maintains critical security system information regarding key control, computer password control and other security related information.
6. Compose, prepare and review a variety of memorandums, correspondence, reports, affidavits, statements, public notices and documents as assigned; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms; handle confidential information as appropriate.
7. Evaluate and achieve proper resolution to a wide variety of issues, complaints, requests for information, surveys and inquiries from internal and external sources.
8. Prepare departmental newsletter; gather information regarding department employees and activities; compile and publish newsletter.
9. Prepare and maintain a variety of files and filing systems; prepare, maintain and update various records; research and verify information as requested; purge files as appropriate.
10. Prepare materials and correspondence for distribution within the City and to other related external businesses and governmental agencies; photocopy, mail or fax materials as necessary.

11. Screen and direct calls and visitors as appropriate; schedule travel arrangements, reservations, daily operations or meetings as assigned.
12. Participate in annual department budget preparation and administration; assist with monitoring and controlling expenditures.
13. Coordinate department activities between businesses, vendors, City departments and the general public.

OTHER DUTIES AND RESPONSIBILITIES

1. May serve as a Notary Public; notarize a variety of documents related to City business.
2. Order and maintain office supplies and associated materials; perform inventory duties as required.
3. Balance receipts for petty cash; prepare and maintain reimbursement and expense vouchers.
4. Attend various meetings and take, transcribe and prepare minutes as appropriate; prepare agendas and associated materials.
5. Assist in review and evaluation of department policies.
6. May apply and interpret City and departmental policies and procedures within accepted departmental guidelines.
7. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Two years of progressively responsible experience providing administrative assistance to a department or division head including one year of supervisory experience.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Skill in:

Typing various reports and correspondence.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, adding machines and dictaphone.

Ability to:

Supervise, train and evaluate assigned staff.

Tactfully respond to requests and inquiries from the general public.

Research a variety of information.

Discreetly handle confidential information.

Simultaneously perform a variety of administrative support functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Compose, prepare and review a variety of correspondence and reports.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Take shorthand.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping, twisting and reaching above the shoulder*
- *Occasionally lift and carry objects weighing up to 34 lbs*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: May 1995