

CITY OF HELENA



Position Title: Admin Asst. II

Department: Police

Position #: 13201

Grade: 132

EEO Category: (06) Admin Support

FLSA: Non-exempt

EEO Function: (01) Financial Admin

Work Comp Code: 8810-Clerical

DEFINITION

Under general supervision, to perform a variety of general secretarial and clerical support duties in support of an assigned office; to provide word processing and data entry support; and to provide general information and assistance to City staff and the public.

SUPERVISION RECEIVED

Supervised by the Assistant Chief of Police.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform responsible secretarial and clerical work with accuracy and speed in support of an assigned office; type and proofread a wide variety of reports, contracts, letters, and memoranda from rough draft, verbal instructions, or transcribing machine recordings using various software applications; may compose routine letters and reports as assigned.

Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.

Prepare, verify, and review forms and reports for completeness and conformance with established regulations, policies, and procedures; complete a variety of forms; verify and record timecards for assigned staff including to ensure coding, shift differential, overtime, call back, and related items are correct and applied to proper accounts; review and post leave usage.

Maintain accurate and detailed calendar of events, due dates, and schedules as they relate to assigned areas.

Arrange and schedule a variety of meetings; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings; take and prepare minutes.

Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Participate in the preparation and administration of the assigned department's budget; assist in monitoring expenditures.

Establish and maintain a complete set of record keeping and filing systems including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintain and update resource materials, reference materials, and manuals; maintain mailing lists.

Maintain financial records including preparing and securing purchase orders, process invoices, monitoring account balances, and performing account transfers.

Important & Essential Duties cont.:

Coordinates, maintains, and processes payroll time sheets, sick and annual leave documents, travel reimbursements and/or employment status documents for department.

Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed.

Monitor special projects, assignments, and activities for assigned unit, program, or department.

Prepare summaries and reports as assigned.

Coordinate and prioritize workflow within the operational unit and in conjunction with other units.

Participate in maintaining supply levels; order, store, and issue supplies and materials pertinent to the functions of assigned operational unit.

Prepare packets of information and data-gathering materials for assigned area; duplicate, collate, and distribute materials.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Process permits; collect and account for fees and charges; coordinate special events.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, methods, and equipment including computer equipment and applicable software applications.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of basic business letter writing and report preparation.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and database applications.

Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Ability to:

Learn the procedures and functions of assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Respond to inquiries and requests for information regarding policies and procedures.

Prepare and maintain complex, extensive, and confidential records and reports.

Research, collect, compile, and analyze information and data.

Perform accurate mathematical computations.

Plan and organize work to meet schedules and deadlines.

Understand and follow oral and written instructions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical requirements/Work Environment

Ability to work in a standard office environment. Ability to sit at a computer for extended periods of time and ability to travel from one location to another.

Experience and Training Guidelines:

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

Experience:

Two years of responsible clerical and secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial course work in office practices.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____