

## ADMINISTRATIVE AIDE

DEPARTMENT: POLICE

### GENERAL DESCRIPTION:

Performs a variety of secretarial, administrative and/or clerical duties/responsibilities for the Parking Division. Work is performed under the general supervision of the Chief of Police.

### ESSENTIAL JOB FUNCTIONS:

1. Performs a variety secretarial, administrative and/or clerical duties including filing, record keeping, data processing, and dictation/transcribing.
2. Issues parking permits. Bills and collects applicable fees.
3. Orders parking meter supplies, equipment and uniforms
4. Manages parts and repair for the pay stations
5. Transfers parking citations from handheld devices into the Miami-Dade County court processing system.
6. Compiles enforcement and revenue statistics
7. Handles special projects. Conducts research. Compiles and analyzes data.
8. Downloads transactions from pay stations. Reports faulty pay station alerts.
9. Performs other related tasks as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### MINIMUM QUALIFICATIONS:

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of departmental operations, policies and procedures
- Knowledge of offices practices, systems and equipment.
- Knowledge of principles of filing and record keeping
- Knowledge of law enforcement regulations and procedures.
- Knowledge of records retention regulations.
- Knowledge of Public Information limitations.
- Knowledge of Police Standards rules and regulations.
- Ability to independently perform assigned duties and responsibilities.
- Ability to work under pressure with short deadlines.
- Ability to perform several tasks at one time.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Two (2) years secretarial and administrative experience in the field of law enforcement preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

N/A

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside.
- Moving and lifting objects.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 1/5/15 New

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Signature: \_\_\_\_\_

