

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

DEPARTMENT: POLICE

GENERAL DESCRIPTION:

Responsible administrative, research, para-professional and secretarial position, working directly under the supervision of the Chief of Police, requiring tact, composure, flexibility, and communication skills and abilities. Work is performed under the general supervision of the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Assists Chief of Police with all correspondence and memos.
2. Assists the Chief of Police in the preparation of the department's budget. Processes payroll.
3. Maintains and keeps track of department's budget accounts.
4. Prepares purchase requisitions for all departmental purchases and maintains supplies for the department.
5. Sets up and maintains the accuracy of all department personnel records.
6. Processes personnel paperwork, following Town and State regulations.
7. Answers requests/subpoenas for department and/or personnel records.
8. Assists the Chief of Police in completing and maintaining department's Policy and Procedures Manual, General Orders, and Special Orders.

(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 office management practices.
- 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 work under pressure with short deadlines.
- Ability to perform several tasks at one time.

KNOWLEDGE, ABILITIES AND SKILLS CONTINUED:

- Skill in public relations.
- Skill in the use of data input equipment.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Three (3) 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.)

Revision History: 3/18/08; 4/10/12

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:

Town Manager's Signature: _____

