

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Administrative Assistant

Department: Police Department  
Reports To: Police Chief  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Police Corporal, Sergeant, and Chief, the Administrative Assistant is a non-exempt position under FLSA. This employee should possess excellent communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handles security and identification for department personnel such as activating and distributing new key fobs, assigning and administering agency SecurID tokens used for KCJIS, and maintaining camera and security system; Assists with security audits of hardware and procedures;
- Serves as agency point of contact for matters concerning KCJIS and the National Crime Information Center (NCIC), and point of contact for the FBI/KBI;
- Completes monthly validations of agency records entered into NCIC (this includes contacting the victims of lost property and confirming the item is still missing, then updating that record through NCIC accordingly);
- Serves as organization's record custodian, assures records such as Offense and Arrest Reports, and Accident Reports are accurate, and quality reporting standards are met prior to distribution;
- Organizes records in computer system and in hard copy; Downloads interviews and puts in case data folder, copies for evidence and/or court; Works with vendors to facilitate efficient and accurate record maintenance;
- Responds to record requests from the District Attorney, Municipal Court, Social Service Agencies, Insurance companies, and other parties;
- Fields questions, concerns, and complaints by telephone or walk-in traffic, answers phones, and dispatches calls;
- Maintains, enters, and disseminates Public Safety reports, assuring compliance with applicable rules, policies, and regulations; Assures accuracy and confidentiality;
- Oversees record management for the Public Safety Department including storage and file destruction, assuring confidentiality and compliance with all applicable policies, laws, and rules;
- Administers all ordering and purchase-order documentation; Codes all bills and documents as needed, assuring accuracy and compliance with budget requirements;
- Calculates, collects and submits all employee time sheets, assuring accuracy, professionalism, and compliance with applicable policies and practices;
- Oversees supply inventory and orders supplies as necessary, assuring timeliness;
- Assists in the hiring process and annual maintenance of personnel qualifications and testing by assembling hiring packet, arranging or processing background checks, arranging medical and psychological tests, and tracking hours and training;
- Tracks equipment for department fixed assets;
- Processes background checks for new employees and yearly for current employees, private contractors, city liquor license and peddlers' licenses;
- Enforces all federal, state, and local laws and ordinances; and assures policies and procedures are adhered to;
- Distributes emergency fund vouchers to transients for local church;
- Distributes subpoenas to offices, and alerts officers when subpoenas are withdrawn, alerts officers to court times and assists with organized appropriate records for court;
- Installs and/or coordinates the installation of KCJIS-related software, and trains personnel on how to use software;

- Maintains databases for the department such as a current list of emergency contacts for businesses in Baldwin City;
- Receives and distributes mail, including DUI forms, to the Driver Control Bureau;
- Maintains department documents such as the Policy Manual and Standard Operating Procedures;
- Prepares daily, weekly, monthly and annual reports and statistics for various parties including the Police Chief, City Administrator, governing body, and the press;
- Oversees the usage and upkeep for office equipment, telephones, pages, fax machines, radios, and other equipment;
- Runs 10-27, 10-28, 10-29 and III, vehicles, and background checks;
- Makes travel arrangements, schedules in-house and external training, makes hotel and transportation arrangements;
- Tracks and completes VIN forms and sends to Kansas Highway Patrol;
- Inputs data to standard office and departmental forms, both manual and computerized; makes simple postings to various reports; compiles and tabulates department statistics;
- Logs criminal cases, accidents, and citations; sorts and files criminal cases, accident, disposition and animal control sheets. Enters, updates, and retrieves information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles;
- Maintains access to, and security of, highly sensitive materials;
- Maintains the status and location of on-duty personnel at all times;
- Maintains chain of command by carrying out the orders and directives of his or her supervisor.

#### **MARGINAL FUNCTIONS**

- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- NCIC certified.
- Pass background check.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree in Accounting, Finance, Business, or Criminal Justice.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Knowledge of bonding procedures.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in communicating with citizens in difficult situations.

**Problem Solving:** This position requires limited independent problem-solving. This employee encounters problems with citizen concerns and complaints, and scheduling priorities.

**Decision Making:** This position requires limited independent decision-making. The employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Police Department's chain of command (Police Lieutenant and Chief). The employee does not exercise supervisory responsibilities over subordinate personnel. The employee is in charge of the daily operation of the office, but maintains no disciplinary authority over certified or other civilian employees.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to*

*change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_