JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Confidential Police Administrative Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Police</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Confidential Police Administrative Manager</td>
</tr>
<tr>
<td>Location</td>
<td>Police Department</td>
</tr>
<tr>
<td>Effect Date</td>
<td>05/01/18</td>
</tr>
<tr>
<td>Civil Service</td>
<td>Yes</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>No</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Non Bargaining Pay Scale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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</tbody>
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JOB SUMMARY

This position will assist the Police Confidential Administrative Manager in meeting his or her responsibilities.

ESSENTIAL JOB DUTIES/WORK PERFORMED

Assists the Confidential Police Administrative Manager in a variety of duties including but not limited to:

- Function as a receptionist relaying calls, individuals and information as directed.
- Receives and refers citizen complaints to the Administrative Manager.
- Handle mail and deliveries.
- Assist with clerical and filing responsibilities.
- Assist in preparing and maintaining documents and reports.
- Assist with processing cash/check receipt transactions.
- Assist with processing accounts payable/receivable and maintaining accounting ledgers.
- Assist with maintaining office and printer supplies.
- Assist in event preparation including setup and take down.
- Assist with Records Office duties including providing backup coverage to Records Clerk as necessary.
- Perform other related work as required.

REQUIRED KNOWLEDGE AND SKILLS

- Possess extensive knowledge of grammar, spelling and arithmetic.
- Ability to understand and execute oral and written directions.
- Ability to multi-task efficiently.
- Ability to prepare effective correspondence including proficiency in proofreading.
- Ability to maintain clerical records and prepare accurate reports.
- Ability to use computers and other office equipment proficiently including using specialized software applications.
- Ability to rapidly and accurately enter data using computers and office equipment while performing other tasks.
- Ability to make decisions and maintain confidentiality in accordance with established law, regulations and policies.
- Ability to obtain information from excited or agitated individuals in person or by phone.
- Ability to remain calm under all types of emergency and/or emotional situations.
- Ability to foster and maintain effective working relationships with fellow employees, vendors and the public.
### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees as well as the general public.
- Ability to operate computer and office equipment proficiently.
- Ability to sit or stand for long periods of time.
- Ability to operate a keyboard accurately at a minimum of 50 wpm.
- Ability to bend, reach, climb, stoop and lift 40 pounds.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Must be able to adhere to department rules and procedures.
- Must possess a valid driver’s license.

### QUALIFICATIONS

- High school diploma or GED plus a minimum of three (3) years of experience in performing clerical/financial duties. Proficiency in the use of Microsoft Office products is essential.

### WORKING CONDITIONS

- Must be able to work with minimal supervision upon training.
- Work in a 24/7 office environment.
- Work in a potentially stressful environment.

### REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Physical
- Polygraph