Job Description
Job Code: 131
Range: 16

SENIOR ADMINISTRATIVE ASSISTANT
POLICE

DESCRIPTION: Under general supervision of the Police Chief, plans, organizes, develops and coordinates administrative functions for the Police Department; performs administrative, secretarial and clerical duties in providing supportive efforts to the Police Chief and Senior Staff; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Schedules appointments, takes calls and maintains a monthly and weekly calendar for the department director and department activities; reviews and codes all bills to the Finance Department within required deadlines; answers questions and resolves billing problems for the department, produces requisitions and other procurement documents and submits them for approval; opens, reviews mail for the Chief.

Maintains vehicle records, fuel logs and responsible for getting vehicles to Reese's, authorize maintenance and get the vehicles returned to the PD.

Assures timely processing of necessary paperwork pertaining to all department personnel actions (i.e., hiring, evaluations, merit raises, resignations, internal investigations, disciplinary actions, etc.) Maintains security and privacy of all personnel documents and maintains files in compliance with AZPOST standards.

Compiles periodic reports (i.e. weekly, monthly quarterly, annual, statistical, fiscal, budgetary, etc.); performs duties as Grant Administrator, performing grant related tasks such as preparation and submission of grant related and funded reports; establishment and maintenance of grant documentation files for the duration of the grant; develops, writes and issues grant proposals as requested by the department head; preparation of grant documents for auditors review.

Administers arrangements for department employees to attend training, workshops, seminars and other professional development programs by making travel arrangements, reserving lodging, obtaining travel approval, obtaining pre-authorized payment of costs and ensuring reimbursements are completed in a timely manner.

May serves as receptionist for the department as well as support staff for the department and director; provides support activities to all sections of the department; researches and conveys information to the general public as well as the department's clients; interacts with the general public to resolve problems. Schedules appropriate use of, and maintains calendars for, the Public Safety Meeting rooms.

Performs accounting clerical work in the maintenance of fiscal budgetary files. Provides administrative and bookkeeping support to the department including maintenance of expenditure/budget status

spreadsheet and maintaining RICO funds, including sending quarterly reports to the Yavapai County Attorney's Office.. Process all payroll documentation for department, utilizing department and finance data systems. Implements proper accounting management practices/procedures to assure audit accountability.

Serves as Office Manager, ensuring availability of forms and documents necessary for operations are available, as well as coffee and office supplies.

Research for capital expenditures; assist and/or prepare bid for capital expenditure projects; point of contact for vendors; oversee installation and end user needs; maintain support contracts and maintenance agreements.

May serve as "Board Secretary" for multiple boards and commissions within the Police Department; accepts and reviews board submittals, creates packets for board members; tapes and transcribes minutes of meetings, produces and mails notices of action for applicants; maintains manual and automated files for each hearing applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of applicable federal, state, and local laws, ordinance, statutes, rules, regulations, policies and procedures.
Knowledge of computer hardware and software capabilities.
Knowledge of research methods and techniques.
Knowledge of proper English, grammar and spelling.
Knowledge of the City's Employee Manual, Personnel Operations Guide, and Safety Policy Manual as well as Department Policies and Manuals.
Knowledge of general accounting principals.
Knowledge of general grant management principals.
Skill in developing and maintaining effective interpersonal relations.
Skill in creating and maintaining manual and automated files.
Skill in records management.
Skill in operation of personal computers.
Skill in the use of computer applications software, particularly Microsoft Office (Word, Excel, Access, Outlook)
Skill in oral and written communications.
Skill in coordinating and multitasking.

PHYSICAL REQUIREMENTS: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

MINIMUM REQUIREMENTS: The equivalent of three (3) years of progressively responsible secretarial or administrative experience including one (1) year bookkeeping/payroll experience.