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| <b>Job Title:</b>  | Administrative Assistant | <b>Employment Classification:</b> | Full-Time |
| <b>Department:</b> | Police Department        | <b>FSLA Category:</b>             | Nonexempt |
| <b>Reports To:</b> | Chief of Police          | <b>Pay Type:</b>                  | Hourly    |
| <b>Series:</b>     | 100                      | <b>Number:</b>                    | .10       |

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**POSITION SUMMARY**

To address the dynamic needs of the Police Department, under minimal supervision, this role provides support to the Chief of Police and other department personnel. The person holding this position may perform a variety of administrative duties such as general customer service, transcribing and preparing reports, receiving complaints, payment processing, purchasing, contract management, budget preparation, and record management.

This role plays a pivotal part in ensuring the efficient operations of the Police Department. Excellent communications skills, a willingness to take initiative, and the ability to handle multiple tasks with precision are critical to the success of this position. This role requires a high degree of confidentiality, integrity, and the use of sound independent judgment. Considerable tact and courtesy are necessary when communicating with the public, elected officials, personnel, and others.

Work is performed under the supervision of the Chief of Police or designee and is reviewed through observation of results obtained, including timeliness and quality of work.

**ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES**

- Provides comprehensive administrative support to the Chief of Police.
- Responds to inquiries and complaints from the public, other agencies, personnel, elected officials, and others. Redirect to appropriate personnel when necessary.
- Regularly transcribes dictated reports, video interviews, and correspondence.
- Assist in basic financial tasks such as processing payments, recording expenses, making deposits with the Clerk/Treasurer’s Office, and reconciling department funds.
- Processes open records requests upon approval by the Chief of Police or designee.
- Manages the department supply inventory, makes purchases, and monitors contracts.
- Acts as a Notary Public.
- Operates police radios, phone consoles, and various equipment and technologies to dispatch City Police Offices, and to receive and processes requests and information from law enforcement and other public safety agencies.
- Prepares, maintains, and disseminates monthly and annual reports for the Common Council, Police Commission, Uniform Crime Reporting system, and others as directed.
- Compose, proofread, and edit various communications, including memos, emails, and reports. Ensures accuracy and adherence to department standards.

- Sends, receives, copies, and distributes communications to the appropriate entities according to established policies and procedures under general supervision.
- Maintains record management system in accordance with established policies and procedures. Maintains and updates databases, records, and files accurately. Organize and manage documents, ensuring they are appropriately filed and easily accessible.
- Prepares meeting materials, schedules and secures resources for meetings, conferences, travel, and work operations.
- Assumes the duties of the CSA when directed.

#### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have intermediate to advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint).
- Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Must be able to manage multiple priorities with minimal direction.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government and police department terminology.
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.
- Requires the ability to deal with a diverse population of people beyond giving and receiving instructions. Must be adaptable to performing under high levels of stress.
- Basic understanding of bookkeeping and purchasing methods.
- Capable of making independent administrative decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures.
- Strong organizational skills with an attention to detail.
- Ability to type 60 words per minute or more with 100% accuracy.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors. Requires the ability to communicate (verbally and in writing) in a professional manner.
- Requires the ability to read contracts, invoices, records, reports, statements, etc. Requires the ability to prepare receipts, contracts, etc., using proper format. Requires the ability to communicate (verbally and in writing) in a professional manner.
- Ability to handle sensitive information and maintain strict confidentiality.
- Adaptability and willingness to take on new responsibilities when needed.

#### **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High School Diploma or GED equivalent.
- Graduation from an accredited college with a two-year degree in business administration, accounting or related field, and two or more years' experience in administrative work. An equivalent combination of education, training, and relevant work experience may be considered.
- Valid driver's license.

#### **PREFERRED QUALIFICATIONS**

- Prior professional experience in the public sector.

**SUPERVISION/DECISION MAKING:** This position shall provide oversight of the day-to-day operations for the front office, to include delegating tasks and directing personnel. This position will receive direction from and report directly to the Chief of Police or designee.

**PHYSICAL DEMANDS/WORKING CONDITIONS:** The physical demands and working conditions 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.

The position is performed in an indoor setting but may require occasional work in an outdoor setting with exposure to environmental factors. Must be physically able to operate a variety of automated office machines which includes a computer, keyboard, calculator, fax machine, printer, copier, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via the telephone and transcribe audio recorded communications.

The position has regular working hours of 7:00AM to 3:30PM Monday through Friday (40 hours per week). Working hours may be adjusted from time to time to meet the needs of the department. Occasional overtime may be required.

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*The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*