



POLICE ADMINISTRATIVE ASSISTANT

FLSA: Non-Exempt
Job Status: Full Time
Department: Police Department
Salary: Starting at \$42,000.00, annually
Reports to: Police Chief

Summary/Objective:

The Police Administrative Assistant will perform customer service and advanced administrative duties for Police Department management and staff. The Police Administrative Assistant must be able to work with minimal supervision and exercise considerable initiative in the performance of daily tasks. They must exercise sound judgment when handling confidential and sensitive matters.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Greet and assist visitors.
- Answer incoming phone calls and direct them to proper personnel, as well as answer general inquiries.
- Open, sort, and route mail and packages to proper personnel.
- File and retrieve documents as needed.
- Scan, copy and organize records and documents.
- Manage calendars, book travel arrangements, make calls, prepare email responses and memoranda upon request.
- Manage and neatly organize common areas supplies.
- Research pricing and order supplies/equipment. Track purchase orders, invoices and requisitions items purchased.
- Manage and maintain the department's record management system including filing and retrieving documents and following records retention schedules.
- Respond to public records requests including requests for body camera footage and redact confidential/exempt information pursuant to Florida's records law.
- Work with IT contractor on computer related issues and equipment.
- Perform other clerical work related to the department's needs as required.
- Become familiar with department and town functions.

Knowledge, Skills and Abilities:

Skilled in effectively assisting customers in a courteous and friendly manner. Must be able to communicate clearly and concisely in English, both orally and in writing. Ability to communicate in Spanish is a plus. Requires a good knowledge of office practices and procedures including filing and intricate record keeping. Requires a demonstrated ability to effectively utilize office equipment and computers. Advance knowledge of office software such as Microsoft Word, Excel, Outlook, and Adobe

Acrobat Pro. Ability to learn new software. Knowledge of Florida's public records laws. Ability to keep sensitive matters confidential. Ability to prepare and process purchases within assigned budget. Ability to establish and maintain effective working relationships with employees. Ability to accept direction from management and maintain a high standard of work quality. Ability to manage and prioritize routine. Ability to adapt quickly to unexpected situations. Punctuality and regular attendance are essential functions of this position.

Education and Experience:

- Possess a high school diploma/GED or possession of an acceptable equivalency diploma.
- Preference given for college degree.
- Two (2) years of professional, verifiable general office experience.
- Preference given to individuals with police department experience.

Minimum Qualifications to Perform Essential Functions:

- Requires the ability to review, compare and/or analyze data.
- Requires efficient knowledge of Microsoft Excel, Word, Outlook, and Adobe Acrobat Pro.
- Ability to create a variety of correspondence with accuracy and proper grammar.
- Requires the ability to add, subtract, multiply and divide.

Physical/Mental Demands and Work Environment:

The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described 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.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Must possess the mental abilities to analyze, reason, comprehend, evaluate, organize, effectively communicate, and handle the stress associated with the essential responsibilities of the position.
- Work is generally performed inside an office environment with a moderate noise level. Tasks are commonly performed without exposure to adverse environmental conditions, i.e. Dirt, cold, rain, fumes.

Special Requirements:

- Possession of valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.
- Requires a Florida Notary Public Commission or the ability to obtain the same within 60 days from the date of hire.
- Availability to work overtime and in the aftermath of a declared emergency when required.

The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description has been updated and approved on April 24, 2024.

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____