

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Title: **Administrative Assistant – PD & Clerk**
Reports To: Administrator and Chief of Police

POSITION SUMMARY

This position reports directly to the Village Administrator and Chief of Police, provides advanced administrative and program support to the assigned offices; and provides responsive, courteous, and efficient customer service in support of office operations.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position may vary based upon area of responsibility, which may include additional financial or evidence/property related duties.

1. Perform routine clerical and administrative work in answering phones, customer service, receiving money, data processing
2. Maintain strict confidentiality
3. Maintain court calendar for officers, confirming court dates and canceling the officer if court is canceled
4. Compose, type and edit a variety of confidential correspondence
5. Maintain confidential files
6. Respond to and process open records requests in accordance with State Statutes and assists in background checks
7. Coding and submitting invoices for payment
8. Prepare for and complete audits
9. Prepares and compiles case files for distribution to the District Attorney's office and all other assisting agencies.
10. Compiles and maintains statistics for the office.
11. Prepares and validates high-level reportable cases through the State of Wisconsin/FBI – WIBRS (Wisconsin Incident-Based Reporting System) guidelines.
12. Verifies and validates Uniform Crime Report for State of Wisconsin and FBI.
13. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
14. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.

15. Composes routine correspondence; proofreads and edits documents.
16. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
17. Maintains office-specific filing and record systems and documents to provide easy access to records and information; provides retention of records as required.
18. Schedules appointments for office personnel as assigned.
19. Receives and processes payments, applying payment to proper account and providing receipt of transaction when necessary.
20. Assists other office personnel during peak period of work or for absences.
21. Other duties as assigned.

When assigned additional financial duties

22. Enters requisitions for purchase orders. Prepares invoice for payment approval.
23. Reviews and processes accounts payables for payment.
24. Compiles and reconciles monthly office purchasing card reports. Verifies coding of purchases, reviews supporting documentation, account number coding, reconciles vendor and credit card statements
25. Purchases and monitors office and operational supplies.
26. Assists with the gathering of office payroll information for submittal.
27. Assists in the preparation of budget documents as assigned.
28. Compiles grant reporting data.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent with four (4) years' progressively responsible administrative support experience in a legal/law enforcement setting; or an equivalent combination of education, skills, knowledge and abilities may be substituted for above-listed requirements.

OTHER REQUIREMENTS

- Must successfully complete criminal background check.

PREFERRED QUALIFICATIONS

- Associate's degree
- Experience with DOJ TIME System, Spillman reporting system, National Incident Based Reporting System (NIBRS), TRACS System, Workhorse Software, Microsoft Office 365, Word, Excel

REQUIRED JOB COMPETENCIES

- Knowledge of recordkeeping, report preparation, filing methods and records management techniques.
- Knowledge, skill, and ability to understand and use legal terminology, legal format, and processes.
- Knowledge of standard and legal office practices, procedures, and clerical techniques.
- Knowledge of Wisconsin Statutes and Village Ordinances and ongoing changes, procedural changes, and form changes.
- Skill to take notes and accurately incorporate essential details in preparing legal documents.
- Ability to establish and maintain accurate records of assigned activities and operations.

- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.
- Ability to type 60 wpm

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require communicating with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. 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. 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.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature	Date

Employee Printed Name

Supervisor Signature	Date

Supervisor Printed Name