

City of Florence  
Administrative Assistant - Confidential

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DEPARTMENT: Police  
CLASSIFIED: Regular  
DATE: September 2012

REPORTS TO: Police Chief  
POSITION STATUS: Exempt  
SALARY: \$14.64-\$23.85/Hr

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**ADMINISTRATIVE ASSISTANT – CONFIDENTIAL**

**PURPOSE OF POSITION:** Performs a variety of secretarial and administrative functions of both a confidential and non-confidential nature in support of the Police Chief.

Provides complex professional and technical support to the City's management team and organizationally, as needed.

**ESSENTIAL JOB FUNCTIONS:**

Compose letters, reports, agendas, resolutions, ordinances, etc. from brief verbal instructions. Provide administrative support to the Chief of Police and department personnel, which includes confidential and investigative materials, transcription, screening telephone calls, greeting visitors, creating forms, file maintenance etc. Review material for completeness, copy and distribute information as required.

Maintain departmental personnel and internal affairs records: process employee evaluations and personnel actions; calculate and review time sheets, leave requests and overtime slips and then forward to finance department. Monitor budgets and program progress. Monitors departmental expenditures and prepare check requests and purchase orders. Review grants and prepare quarterly and final reports.

Track response to inquiries from staff, elected officials, outside agencies and the public. Research and provide information in response to requests.

Screen calls to Police Chief. In absence or preoccupation of the Chief, respond to questions, take messages or refer to others as circumstances indicated. Make and record appointments, prepare and advises Chief of schedule, secure and arrange any material required by the Chief. Contact other departments or outside persons/organizations to secure/relay information. Follow up on various daily administrative needs of Police Department.

Perform recording of meetings and draft minutes of staff meetings, PSAP meeting, and any other meetings. Perform research and special studies/projects/grants for the Police Department.

Arrange and maintain grievance procedures. Send in applications for certification to DPPST. Test new applicants.

Follow all safety rules and procedures established for work areas.

Perform all other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Respond to employment-related verifications on department personnel. Maintain training records. Maintain proficiency by attending conferences and meetings, reading materials and meeting with others involved in work areas. Maintain work areas in a clean and

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orderly manner. Purchase department supplies and equipment. Have knowledge of different filing systems, including alphabetical, numerical and chronological. Possess considerable knowledge of policies and procedures.

**QUALIFICATIONS:** Communicate effectively both verbally and in writing: establish priorities and organize own workload to meet established deadlines: establish and maintain effective working relationships with elected officials, police officers, employees and the general public: maintain confidentiality: accurately classify, file and retrieve materials and documents: deal courteously and tactfully with the public; accurately record and prepare minutes of meetings.

Proficiency in understanding of public information activities including citizen involvement and media interaction, government functions, and the role of local government in the community. Journalism practices, techniques and style and news media operation; budget management techniques; principles and practices of supervision, computer applications as they apply to public information programs.

Proficiency in use of various computer applications, word processing, desktop publishing, graphics and Internet systems to perform assigned duties; establish and maintain cooperative working relationships with those contacted in the course of work.

**MANDATORY REQUIREMENTS:** Advance knowledge of English composition, grammar, spelling and punctuation, word processing and spreadsheet software, publisher's software, shorthand or speed writing and general office procedures. Some basic knowledge of accounting practices. Possess the ability to use transcription and standard office equipment.

Pass a police background investigation in which a successful applicant must undergo fingerprint and criminal history check. Any felony convictions and some misdemeanor convictions, depending on their severity and type, will disqualify an applicant.

**DESIRABLE REQUIREMENTS:** Knowledge of specific word processing and software utilized within the department, along with computer systems. Possess equivalent to a bachelor's degree from an accredited college or university with major coursework, communications, business administration, or a related field. Experience working in public or governmental agencies is desirable. Ability to type net corrected rate of 40 words per minute.

**SPECIAL REQUIREMENTS/LICENSES:** Must qualify for and process valid CPR/First Aid card or obtain within six months of appointment. Possess a valid Oregon driver's license.

**EXPERIENCE AND EDUCATION:** Possess a High school diploma and a minimum of two years secretarial or administrative experience to demonstrate possession of the knowledge, skills and ability to perform the above duties.

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**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tool or controls. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator transcribing equipment, etc

**WORKING CONDITIONS:** Work in customary office working conditions. The noise level in the work environment is typical of what is found in most office environments.

**SUPERVISION RECEIVED:** Works under the general supervision of the Police Chief.