

# Ironwood Public Safety Department

## JOB DESCRIPTION

**Position Title:** Administrative Assistant

### **General Statement of Duties:**

This is a non-bargaining unit, at-will position, responsible to assist the Director of Public Safety and other members of the department. The Administrative Assistant keeps official Public Safety Department records, including confidential police department personnel files. This position will perform general office and clerical work as well as work involving advanced application of interpersonal, computer, and writing skills. This position will prepare confidential documents on behalf of the Director of Public Safety and the Ironwood Public Safety Department. In addition, the Administrative Assistant will receive and disseminate confidential records and documents that will be distributed to people on a need-to-know basis. This work will often involve sensitive and confidential matters.

### **Supervision Received:**

The duties of the Administrative Assistant are performed under the general supervision of the Director of Public Safety, who will coordinate priorities and specific tasks in addition to daily functions. The Administrative Assistant will exercise initiative in organizing the records and daily office tasks to meet the standards of a professional environment.

### **Supervision Exercised:**

The Administrative Assistant may be required to transmit direction from the Director or other designated Public Safety Department command officers to various employees, verbally or through telephone messages, e-mail, or written communication.

### **Essential Duties and Responsibilities:**

An employee in this position may be called upon to do any or all of the following. These examples do not include all of the tasks which the employee may be expected to perform.

- Handle sensitive and confidential incoming and outgoing correspondence for the Director, or other members of the Ironwood Public Safety Department.
- Receive telephone calls, answer routine inquiries, take messages, and make referrals to the proper authority.
- Receive the public and answer questions, respond to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons.
- Maintain and file confidential Public Safety Department records.
- Maintain and file department payroll records, schedules, etc.

- Prepare and maintain documents pertaining to code enforcement. Duties include composing and mailing notices, billings, and public hearing documents.
- Organize and schedule property and city-wide cleanups. Coordinate cleanups with the Department of Public Works and city staff.
- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Establish and maintain filing systems for the records of the Public Safety Department including but not limited to personnel, labor relations and negotiations, projects, and complaints.
- Plan, coordinate and make arrangements for meetings, travel, and conferences of the employees of the Public Safety Department.
- Enter and query data from various sources into and from computer databases, including the creation of simple databases utilizing appropriate software.
- Prepare materials for presentations and programs.
- Assist City Manager and other city offices as needed.
- Serve as a central source through which media representatives, citizens and others may obtain authoritative and reliable information about the Ironwood Public Safety Department.
- Assist with the preparation of the Annual Report and Budget of the Public Safety Department.
- Assist with the preparation of proposals, responses, position statements, communications, and related documents under the direction of the Director of Public Safety, related to administrative, employment, legal and union activity.
- Disburse and account for petty cash.
- Attend meetings when required; take and transcribe reports into final documents. Attend training, meetings, workshops, and conferences as directed to maintain proficiency in job classification.
- Communicate on behalf of the Public Safety Department with local, regional, state and national public officials on issues affecting the Ironwood Public Safety Department goals and objectives.
- Perform related work within the general knowledge, skills and abilities set forth, or as directed by the Director of Public Safety.

**Peripheral Duties:**

- Maintain Public Safety Department work area, equipment and facilities.

- May be required to drive department-owned vehicles.
- Perform related tasks as assigned.

**Minimum Qualifications:**

An employee in this class, upon appointment, shall have the following knowledge, training and experience:

- Knowledge of advanced office procedures related to establishing and maintaining filing systems and other records.
- Knowledge of business English and composition necessary to prepare a variety of correspondence, statements and reports.
- Extensive knowledge of computers and relevant software, including word-processing, spreadsheet, graphics and presentation, Microsoft Word, Excel and database management.
- Knowledge of other office equipment such as telephones and recording equipment.
- Ability to use tact and diplomacy and understand people from all social/economic and cultural backgrounds
- Interpersonal skills in meeting the public and establishing and maintaining effective working relationships with fellow employees and the public.
- High School diploma or GED required.
- An associate degree from an accredited college preferred.
- Two years of responsible related experience as an administrative assistant, executive secretary, or equivalent.

**Tools and Equipment Used:**

Telephone, computer networks including L.E.I.N. (law enforcement information network) and associated software, copy and scan, facsimile machine, public safety radio, calculator, and occasional use of department vehicles.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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, walk or stand; to talk and hear, and use hands to finger, handle, and feel objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by

this job include close vision and the ability to adjust focus, and visual acuity to read, proofread, and fill out forms. Manual dexterity required to use radio equipment and computer mouse and keyboard. Hearing acuity required to listen and communicate in person, on radio, or on telephone. Must have ability to speak clearly and distinctly, and mental capacity to analyze data and use sound logic and judgment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The noise level of the work area is usually quiet. Work is generally performed indoors in a temperature-controlled environment.

**Selection guidelines:**

Formal application and rating of education, training and experience; oral interview and reference and background check; job related tests may be required, including drug screen, psychological test and typing test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission or 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 the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.