

City & Borough of Wrangell

Position Description

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| Position: Administrative Assistant - Police | Type: Permanent, Full-Time |
| Department/Site: Public Safety Building | FLSA: Non-exempt |
| Evaluated by: Police Chief | Salary Grade: 17 |

Summary

Under the direction of the Chief of Police and Police Lieutenant, serves as the full time Administrative Assistant to the Chief of Police and Police Lieutenant. This critical position provides contact and continuing liaison between the public and the Police Department. The ability to be extremely organized, to maintain confidentiality, and to be multi-task oriented is essential.

Distinguishing Career Features

The Administrative Assistant serves a range of duties from basic reception to high-level law enforcement record maintenance and office supervision. Advancement to this position from another clerical position requires competency and knowledge of Law Enforcement Data Systems.

Essential Duties and Responsibilities

- Provides a variety of information, explanations and directions to the public. Responds to inquiries. Receives and refers information to the appropriate area of responsibility.
- Prepares and maintains police case files with all paperwork from initial report to final Judgment. Prepares and packages reports, CD, DVD and other related material for other agencies, departments, District Attorney's Office. Distributes all case paperwork to outside agencies, citizens, attorneys, insurance companies and other interested parties.
- Composes a variety of correspondence using computer-aided word processing systems. Prepares correspondence from written or verbal instructions or as directed.
- Maintains Administrative Files.
- Receives, records, and maintains records of monies for fines and bail collected. Receives fees for fingerprinting, dog license and impounds, citation fines, criminal history issues etc. Prepares money for deposit and makes deposits. Prepares accounting of deposits for City Hall. Reconciles petty cash drawer. Maintains spreadsheet for all money collected.
- Prepares spreadsheet for unpaid citations. Prepares warning letters Assignment for Permanent Fund Dividend. Default Judgments for unpaid fines and Writs of Execution.
- Responds to special requests by officers by accessing a variety of computer systems and manual files to gather information.
- Prepares requisitions for all equipment and supplies and submits for approval; forwards to city hall for purchase order or check. Maintains Budget Expense accounting spreadsheet for all purchases and expenses.

- Administers written portion of standard driver's license, motorcycle and commercial driver's license tests. Processes vehicle title and registrations, boat registrations, snowmobile and ATV registrations. Works with City Hall to complete deposit of fees collected. Mails all paperwork to the Department of Motor Vehicles. Maintains inventory of all DMV supplies. Maintains contact with Department of Motor Vehicles regarding new procedures or state policies.
- Administers Road tests for Class D and motorcycle driver's licenses. Must be certified by the Department of Motor Vehicles.
- Processes Hazmat Fingerprints, TWIC Card, TSA precheck for MorphoTrust USA. Must have special training, fingerprinting and background check before you may be trained. Must maintain current training modules, and maintain all spreadsheets for MorphoTrust sent on a weekly basis. Maintains routine equipment cleaning/maintenance, and ordering of supplies.
- Performs any other duties as assigned which includes errands and mail delivery and pickup.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

- Requires sufficient language and writing skills to prepare correspondence and reports using correct grammar, punctuation. Requires excellent human relations skill to provide effective customer service, train and guide the work of others, and to convey policies and procedures to customers. Requires the ability to carry out the essential responsibilities of the position.
- Requires the ability to operate multiple computer systems and operate other various office equipment.
- Requires the ability to preserve confidentiality.

▪ Abilities

Requires the ability to carry out the essential responsibilities of the position. Requires the ability to communicate effectively over the phone, radio and in person. Requires the ability to operate multiple computer systems, multi-line phone systems and to operate various office equipment. Requires the ability to rapidly assess critical situations involving the public, and remain calm in emergencies or threatening situations. Requires the ability to learn and apply rules, regulations and procedures related to police support. Requires the ability to establish and maintain effective interpersonal relationships with a diverse group of customers. Requires the ability to obtain required certifications in a reasonable time upon hire.

▪ Physical Abilities

This position requires sitting and standing for extended periods of time. Requires reaching, stooping and bending to reach high and low files. Requires the ability to perform keyboarding while speaking on a telephone.

▪ **Education and Experience**

The position requires a high school diploma or the equivalent and post high school business education, plus three years of office and clerical experience in a law enforcement environment. DMV training must be completed after hire. Additional experience may substitute for some formal education.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualification needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

▪ **Licenses and Certificates**

Requires a valid AK driver's license and Notary Public commission, or the ability to obtain within 6 months. Will require additional certifications by state and federal agencies post hire.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from proximity to volatile visitors and the operation of motor vehicles.

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature

Date

Supervisor Signature

Date