

**CITY OF BARDSTOWN
POSITION DESCRIPTION**

Class Title: Administrative Assistant/Property Room Tech (Part-Time)

Department: Police

Supervisor: Police Chief

Supervises: None

Class Characteristics: Under general direction, is first contact for any walk-ins, answers phone, performs clerical/secretarial duties for department; maintains accurate records and files; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Answers telephone, greets walk-ins; takes information/ messages for other department employees, makes copies of reports, refers callers and walk-ins to other agencies/departments as needed.
2. Performs clerical/secretarial work for department, including typing, report preparation, filing, answering mail, collecting fees, maintaining daily and monthly work schedule, maintaining accruals and use of leave for department employees, completing and forwarding time sheets, requisitioning supplies, etc.
3. Files office correspondence and reports, determines proper file designation or establishes new files; insures that proper distribution is made of memorandums, directives, bulletins, reports, and related materials.
4. Serves as receptionist for the department; processes mail, etc.; arranges appointments for administrative personnel.
5. Checks citations issued daily against arrest or DUI Log and separates for distribution, attaching related reports; maintains final disposition for departmental records.
6. Accepts fines and issues receipts for parking violations; forwards funds to City Hall.
7. Responds to requests for records or forwards to higher authority for open records requests.
8. Maintains and files case reports, issued citations, and accident reports.
9. Keeps logs on each case report, accident report, and each citation issued.
10. Assists with maintaining departmental forms, and office supplies.
11. Receives, logs, and stores evidence from Police officers
12. Testifies in court if subpoenaed regarding chain of custody.
13. Completes daily reports, which may require data entry on a laptop computer
14. Maintains operational records and makes required reports.
15. Keeps property/evidence room clean and tidy.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by two years related experience; business school training preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of modern office practices, procedures and equipment.
2. Thorough knowledge of business English, spelling and arithmetic.
3. Knowledge of federal and state laws, administrative regulations, local ordinances, and court requirements regarding police work.
4. Knowledge of computer hardware and applicable software programs.
5. Knowledge of Kentucky Operations Review.

Skills:

1. Skill in the use of keyboards, computers, and standard office equipment.
2. Filing skills.
3. Oral and written communication skills.

Abilities:

1. Ability to carry out continuing assignments requiring the organizing of materials and the preparation of reports.
2. Ability to keep information confidential.
3. Ability to communicate effectively, orally and in writing.
4. Ability to establish and maintain effective working relationship with fellow employees and officials, other public safety agencies, and the general public.
5. Ability to establish and maintain effective working relationships with City employees, other police department/agencies, other governmental agencies - such as the Courts, Probation and Parole, Child and Adult Protective Services, Juvenile Justice agencies and the general public.
6. Good judgment, tact, accuracy, neatness, thoroughness and integrity.

ADDITIONAL INFORMATION:

Instructions: Instructions are detailed and specific, but must use own judgment in many situations.

Processes: Work is reviewed through written reports.

Analytical Requirements: Problems require analysis based on precedent. May involve decisions based on wide variety of unique situations.

Tools, Equipment and Vehicles Used: Telephone, computer, typewriter, 2-way radio, copier, fax machine, etc.

Physical Requirements of the Job: Work is performed in an office at a desk; must lift objects weighing less than 25 pounds. Works without assistance most of the time.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate

Interruptions: Frequent

Special Licensing Requirements: None.

Availability: Regular office hours.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.