



CITY OF WHEATLAND ADMINISTRATIVE ASSISTANT – POLICE DEPARTMENT

The City of Wheatland is accepting applications for Police Department Administrative Assistant. **(APPLICATION DEADLINE IS FRIDAY DECEMBER 29, 2023)** Applications may be found on the City of Wheatland’s website, City Hall or at the Police Department.

DEFINITION

Under general supervision from the Police Chief, the Administrative Assistant provides varied, complex and often sensitive administrative support to a department head requiring the frequent use of tact, discretion, initiative, and independent judgment; compiles a variety of statistical and informational data; may provide project or day-to-day direction to an office support staff, as required; responsibilities include attending meetings, often involving contact with government officials, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures and performs other duties as assigned.

CLASS CHARACTERISTICS

The Administrative Assistant reports directly to the Chief of Police and provides advanced-level administrative, clerical, and office support.

EXAMPLES OF ESSENTIAL DUTIES

- Receives and screens visitors and telephone calls which may involve contact with the media and/or public officials; provides information and resolves complaints which require the use of judgment and interpretation of policies and procedures.
- Makes appointments and maintains calendars for the Chief of Police; schedules and arranges meetings.
- Researches, compiles, and summarizes a variety of informational or statistical materials; assists with compiling and reviewing budget figures; maintains budget, purchasing and other financial and business records.
- Maintains inventory; orders office supplies; purchases equipment; receives, reviews and processes invoices.
- Prepares drafts and a wide variety of finished documents from notes, brief instructions, or prior materials; inputs or retrieves data and prepares a variety of reports.
- Initiates specified correspondence independently for signature by appropriate management staff or the department director.
- Reviews finished materials for completeness, accuracy, format, appropriate English usage and compliance with policies and procedures.
- Develops and maintains a variety of administrative, reference, personnel, and follow-up files and records; purges files as required; maintains various policies and procedural manuals.

- Organizes meetings by notifying participants and making room arrangements; prepares agenda and meeting packets; attends meetings; takes, transcribes, and distributes meeting minutes.
- Prepares and coordinates agenda items for the Chief of Police; ensures all supporting documentation is included.
- Processes invoices and requests for payment; may accept and balance money and or prepare and receipt bills for departmental services.
- Relieves the Chief of Police of office administrative matters by following up on projects, transmitting information and keeping informed of pertinent activities.
- Tracks and processes employee evaluations and personnel related activities for assigned department.
- Receives, opens, and processes incoming mail.
- Processes travel requests; makes travel arrangements; processes travel reimbursements.
- Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
- Uses standard office equipment, including a computer, in the course of work.
- May organize, coordinate, direct and review the work of associated office support staff; may instruct staff in work procedures; may assist in selecting and evaluating the work of assigned staff.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Standard office administrative support practices and procedures.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Basic budgetary and accounting practices and terminology.
- Record keeping, report preparation, filing methods and records management techniques.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles of business letter writing.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Pertinent laws, codes, and regulations

Skills/Abilities

- Providing varied, responsible, and often sensitive secretarial and office administrative assistance to a department director and associated management, supervisory and professional staff.
- Analyzing and resolving office administrative situations and problems.

- Researching, compiling, and summarizing a variety of informational and statistical materials.
- Composing professional correspondence and letters, independently or from brief instructions.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maintaining accurate records and files.
- Directing, coordinating, and reviewing the work of assigned staff and instructing staff in work procedures.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Using initiative and independent judgment within general guidelines.
- Typing at a rate of 50 net words per minute from printed copy.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

- Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:
- High school diploma or GED equivalent.
- Two years of increasingly responsible clerical, administrative, and/or customer service experience.
- Local government experience working with a California law enforcement agency and California Law Enforcement Telecommunications System (CLETS) is desirable.

Licenses and Certifications

- Possession of a valid Class C California Driver's License and the ability to maintain a satisfactory driving record are required.

PHYSICAL REQUIREMENTS

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

SALARY

\$26.69 - \$32.44 per hour.