



**CITY OF CRETE
POLICE ADMINISTRATIVE
ASSISTANT**

Job Status: **Non-Exempt; Part-time**

Reports to: **Police Lieutenant**

Supervisory Responsibilities: **None**

I. GENERAL FUNCTIONS

Perform clerical duties. Effectively and accurately respond to Police Department patrons in person or on the telephone. Accurately calculate fines/fees and safeguard payments made to the City. Accurately enter information and maintain pertinent records. Deliver Department mail. Report to the Support Lieutenant. A part-time hourly position subject to on-call status.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively perform clerical duties (e.g., typing, filing, etc.).
2. Effectively coordinate information to, from and between the Department and other City departments, Saline County Communications and other agencies.
3. Accurately develop and maintain all pertinent digital and analog records as required (e.g., enter/update computer data bases, enter/print daily crime log, file reports, etc.).
4. Effectively respond to Police Department patrons (e.g., answer questions, write receipts, notify appropriate personnel, process documents, etc.)
5. Effectively operate telecommunications and office equipment (e.g., radios, telephones, computers, scanner, copier, fax machine, etc.).
6. Effectively receive and respond to incoming Department phone calls and generate outgoing calls to support Department functions. (e.g., receive, route, and document calls; notify appropriate personnel; answer questions; take messages; return phone calls; etc.).

7. Effectively calculate fines and fees associated with City Code violations and communicate with individuals responsible for appropriate payment (e.g., parking violations, vehicle tow and impound, animal violations, etc.)
8. Effectively receive, process, safeguard and document payments made to the City and ensure delivery to the Finance Director.
9. Effectively deliver Department mail.
10. Accurately maintain personal daily time card information.
11. Effectively advise the Lieutenant on all matters related to administrative functions.
12. Effectively anticipate, prioritize and respond to assignments from the Lieutenant, Captain, Chief of Police and the shift supervisor.

III. OTHER NON-ESSENTIAL DUTIES

Other duties as assigned.

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of modern secretarial practices and equipment including but not limited to the operation of computers, telephones, fax machines, scanners, copiers, postal meters, and other office equipment.
2. Ability to type accurately, and to be proficient in word processing and formatting typical reports.
3. Ability to independently read and comprehend City Code and employ the Code to render services to the Department and public.
4. Ability to work and communicate with people of all ages, backgrounds, and emotional states.
5. Ability to communicate effectively orally and in writing, in diverse situations.
6. Ability to effectively operate computers and be proficient in appropriate software (e.g. Microsoft Windows, Word, Excel, Outlook, etc.)

7. Ability to conduct analyses and make decisions.
8. Ability to effectively prioritize and manage several simultaneous projects.
9. Ability to concentrate on all responsibilities and duties when performing in situations involving multiple potential distractions.
10. Ability to project professional and personal integrity, and develop and maintain positive community relations.
11. Ability to maintain strict confidentiality of sensitive or confidential information or communications, as defined in policy, on and off duty.
12. Knowledge and skill in maintaining accurate financial reports.

V. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved.

Preference will be given to job applicants documenting successful experience in like or similar positions, who are computer literate with demonstrated proficiency Microsoft Windows, Word, Excel, Outlook, and other programs operated by the Department.

Preference will be given to job applicants who are bi-lingual in English and Spanish.

VI. MINIMUM QUALIFICATIONS

1. Must be at least 21 years of age.
2. Must speak, read and write fluently in the English language.
3. Must possess and maintain a valid Nebraska Driver's License.
4. Must have a High School diploma or GED.
5. Must be legally authorized to work in the United States.

VII. NECESSARY SPECIAL REQUIREMENTS

1. Must reside within 30 minutes of the City of Crete.
2. Must maintain a functioning phone.

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, fax machines, scanners, copiers, postal meters, file cabinets and other office equipment. This is largely a sedentary role; however, some filing is required. This requires the ability to lift files, open file cabinets and bend or stand as necessary.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IX. OTHER

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 Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Employee's Rules and Regulations is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date