EXECUTIVE ASSISTANT TO CHIEF OF POLICE

POSITION SUMMARY

The Executive Assistant to the Chief of Police provides advanced and highly responsible administrative support work specifically to executive staff along with all other police department members. Independent judgment is required to plan, prioritize, and organize a diversified workload in a fast-paced environment. Requires excellent oral and written communication. Coordinates closely with other city departments, Municipal & District Courts, States Attorney Office, and multiple law enforcement agencies.

RESPONSIBILITIES

Essential Duties:

- Provides administrative support to all police staff members.
- Assist with presentation, preparation of materials.
- Attendance at night meetings may be required.
- Attends command staff and all departmental meetings, prepare agendas, take and prepare minutes, and provide administrative support for law enforcement boards, committees, and city staff.
- Answers, directs, and screens public calls for the department including the media during high risk incidents.
- May assist department head with annual city budget preparation.
- Maintains and updates filing systems.
- Prepares general correspondence, memos, reports, spreadsheets, letters, and presentations etc.
- Tracks project funding sources and expenditures.
- Prepares and handles mail including mass mailings.
- Assists in contract competitive bidding process. Prepares bid tabulation worksheets.
- Upholds a strict level of highly confidential and law enforcement sensitive information.
- Responsible for the management, maintenance, and safekeeping of all official documents for various committees and departments and political agency contracts with outside parties.
- Review and process a variety of department level accounting related information to include accounts payable, accounts receivable, pay estimates, permit and license fees, and cash receipts.
- Provides back-up to other departments as needed.
- Tasks are multiple and diverse with some interrelationship across processes.
- Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents.
- Performs other duties of a similar nature as required.
- Strong organizational, project management, & problem solving skills with multitasking abilities.

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Knowledge, Skills And Abilities: (position requirements at entry):

- Ability to effectively communicate and work with other employees, vendors, contractors and the general public in person, by phone or by letter or email.
- Ability to follow complex oral and written directions.
- Knowledge of department specific terminology and applications.
- Ability to maintain accurate files and records.
- Ability to research, prepare and create spreadsheets and reports for special projects.
- Ability to track and monitor expenditures.
- Ability to use computers and related public safety software applications, word processing and database/spreadsheet programs. Excellent proficiency with Microsoft Office. Ability to use various office equipment and troubleshoot problems.
- Ability to process information – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Ability to maintain a high level of confidentiality and handle confidential issues with tact and discretion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to work independently with minimal direction.

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems.
- Daily independent judgment is required to complete work assignments.
- Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.
- Problem analysis and assessment skills including identifying issues promptly and taking the right course of action to manage problems
- High level of organizational and planning skills
- Ability to gather information, problem solve, and make decisions with good judgment for the betterment of the department
- Responsible for the department supply ordering & comparison pricing
- Approving proofs for departmental forms & purchases
- Coding expenditures for specific budget accounts
- Oversees all department VISA cards including purchases, issuance to employees for travel, & reconciling invoices with the statements

RELATIONSHIPS

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Leadership/Supervisory Responsibilities:

- No supervisory responsibility.

Relation to Others:

- Regular and substantial contact with others, usually involving discussion related to the interpretation of policies or rules. Handles sensitive or complex information.
- Will include fielding telephone calls, receiving and directing visitors/customers for administrative personnel.
- Extensive professional communication and relations inside and outside the department
- Assesses and diffuses problem situations which requires influencing others to reach consensus. Explores alternative and creative solutions to meet the needs of customers.

SKILLS

Education and Experience (position requirements at entry):

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Associate's Degree or higher preferred.
- Minimum of 3 years' experience providing administrative support at a high level. Law Enforcement or legal knowledge preferred.

Special Requirements (position requirements at entry):

- Valid Driver's License
- BCI & FBI background clearance

POLICE DEPARTMENT SPECIFIC

- Administer officer applicant testing & informing applicants with results
- Facilitator with officer licensing, renewals, & terminations for ND POST Board
- Administering and submitting all required paperwork such as testing, fees, training records, out of state waiver requests, & background information for license requirements and eligibility
- Scheduling & administering new officer hire requirements such as drug testing, medical physicals, & psychological testing
- CJIS (Criminal Justice Information Sharing) Administrator
- Management & Programming web-based telephone directory
- Extensive travel arrangements for in and out of state trainings
- Calendar scheduling for administration department
- Administer department tours and public speaker requests
- Manage personnel file documents with updated training attendance & certifications, evaluations, awards, pay changes, & personal contact information
- Department record keeping for building keys

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- Event planning & organizing for promotional pinning's, retirements, conferences, fundraisers, etc.
- Abandoned vehicle owner notification letters & disposal requests to towing company
- Assists with statistical reporting
- Ordering & proofing department forms, business cards, & promotional materials
- Provides correspondence for public requests
- Organizes employee appreciation acknowledgements & support for family losses
- Assistance with officer uniform ordering
- Assists city attorney with compiling internal investigative reports & personnel files
- Disseminates court updates to officers for court hearings

WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Work related travel is minimal.

Classification: Grade 13 (G-13)
FLSA: Non-Exempt
Created and updated to new format: 05/23/2013; 7/6/16
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