

# POSITION AVAILABLE ANNOUNCEMENT

## CITY OF PARKERSBURG

### Police Administrative Assistant

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DEPARTMENT: Police

DIVISION: Civilian

GRADE: H-7 Non-Exempt

Reports directly to the Police Chief.

**JOB SUMMARY:** This position involves work in office administration.

**RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:**

- 1) Composes letters, memoranda, and other documents of a correspondence nature for supervisors or department head upon general direction or for actions dictated by other position responsibilities.
- 2) Orders all supplies, including getting estimates for the best pricing and making sure that all supplies are invoiced at the correct price.
- 3) Assists with requisitions and making sure that all invoices are sent to finance to be paid in a timely manner.
- 4) Attends various meetings and takes minutes.
- 5) Prepares and distributes Daily Press Releases.
- 6) Prepares a variety of legal documents upon direction.
- 7) Screens non-appointment in-person or telephone requests for action by a supervisor or department head in a diplomatic manner.
- 8) Resolve action requests of visitors or persons calling on the telephone when possible and refer other action requests to supervisor, department head or other responsible employee for follow-up actions.
- 9) Substitutes for the Senior Police Clerk in their absence and as needed.
- 10) Provides administrative support for the Training Division (and all other divisions), as needed.
- 11) Maintains a variety of records and prepares a variety of reports, both often of a complex nature, including, but not limited to, complaints, internal investigations, and subpoenas.
- 12) Maintains appointment schedules and travel itineraries for Chief of Police.
- 13) Coordinates the hiring process for new officers and the promotion process for current officers.
- 14) Responsible for scanning arrest jackets into the records management system and sending fingerprint cards to the State Police as needed.
- 15) Maintains Extra Duty records and provides those records to Finance for invoicing.
- 16) Provides criminal reports to insurance companies and the public for insurance purposes.
- 17) Notifies Officers of court notices, court cancellations and subpoenas.
- 18) Performs other related work as assigned.

**POSITION REQUIREMENTS AND QUALIFICATIONS:**

High school diploma or equivalent supplemented by courses from a community and/or technical college in the field of office administration or related area; or two (2) years' combination of experience and training. Above average computer skills. Excellent oral and written communication skills. Excellent organizational skills. Ability to maintain confidentiality and use discretion in dealing with sensitive information. Requires a high degree of independent decision making. Ability to establish and maintain effective working relationships with other employees, representatives of other organizations, and the public.