

SENIOR ACCOUNT CLERK / ADMINISTRATIVE ASSISTANT

Department: Police
Division: Civilian
Appointing Authority: Police Chief

Grade: 9
Revision Date: 11/19
Bargaining Unit: C

Definition:

To perform a variety of routine and general but highly responsible and semi-complex account and administrative duties in the operation of a municipal police station; all other work as required that is logical to the position.

Supervision:

Works under the general policy supervision of the Chief of Police or designee.

Works under the direct supervision of the Management Assistant.

Performs no supervisory functions, may work collaboratively with other personnel.

Environment:

Minimal physical effort required in performing duties under typical office conditions. Operates typewriters, computers, calculators and other standard office equipment, as well as postal machine. Noise levels are usually quiet to moderate.

Has frequent contact with employees, city departments, outside organizations, vendors and the general public. Has access to a high level of city and department level oriented confidential information.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of police service for the city.

Performs highly responsible processing functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations and departmental policies, procedures and methods.

May have access to confidential information subject to non-disclosure or limited disclosure pursuant to law or regulation.

Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Serves as primary payroll clerk including processing and maintaining payroll records and information including records pertaining to: attendance, overtime, court time, sick and injury time, grant time allotments including assisting with filing and reporting functions as assigned, outside details, range pay, clothing allowances, stipends; performs all billing and account functions of the department including assignment of account numbers, bill schedule preparation, tracking and follow-up, expense sheets and maintenance of

expense book and computerized account(s) data; maintain print-outs of accounts and monies as relates to bill warrants; liaison to Accounting Department to ensure orderly account function and proof departmental balance sheets to their trial balance sheets, maintain vendor number assignment protocol; maintain grant file account(s) and bill schedules in accordance with state or federal protocol and procedures.

Prepares cash turnovers from all sources (TRACE, false alarm fines, bike registrations, etc.) for Treasurers Department in accordance with protocol, maintains petty cash and accounting for same; file prisoner food slips.

Establish, develop and maintain account databases or spreadsheets as requested; maintains false alarm (burglar and holdup) log, enters and bills for fines as appropriate, sends notices and tracks payments; maintains departmental telephone and email list; maintain clothing allowance book balances and/or reimbursements; enter and maintain information in RMS.

Process and maintenance of taxi cab licenses, taxi drivers licenses and taxi stands; process business license to sell firearms, ammunition and gunsmith; lamination services for licenses and other documents as necessary; including fee processing for all.

May assist in processing pistol applications and permits; retain and maintain records of same in RMS including any report functions.

Enter and maintain restraining orders (209A) and Summons or vacating of orders in database; liaison with Court officer for all summons processed; verify EEA Sheet monthly; enter and maintain missing persons reports, files and photographic documents; file Section 12 reports, prisoner injury and attempted suicide reports; file forms regarding returned property reports and bicycle license and records; fingerprinting responsibilities including update cards, receipts, and maintenance of database.

May answer phones, screen calls and visitors and respond to moderately complex requests for information; independently respond to letters and general correspondence not requiring the attention of management; maintain appointment schedules, calendars and internal phone lists; prepare meeting agendas and other documents, arrange meetings and conferences; initiate and maintain a variety of files and records including filing tasks as assigned.

Monitor and purchase office supplies and perform mail duties as required. May provide assistance for lost and found items turned into station for processing according to departmental regulation; check disposition sheet for archiving or disposal of old records.

Minimum Qualifications:

Education and Experience: High School diploma or G.E.D. required; associates degree in accounting, office or records management, computer science, administration or closely related field preferred. Two years of police or municipal office related experience preferred, or any equivalent combination of education and experience that enables performance of all aspects of the position. General knowledge of a police environment, language and methods of operation is helpful.

Knowledge, Ability and Skill: Must have a high level of interpersonal skills to handle sensitive and confidential situations or information with considerable knowledge of the rules, regulations, procedures and functions of the office. Position continually requires tact, diplomacy and the ability to interact in a positive and effective manner with a wide variety of individuals, including the general public, city employees, vendors and personnel at all levels of authority including police personnel, and on occasion outside law enforcement officials.

Ability to perform assignments on the basis of general outlines or directions without specific instructions as to details and to perform continuing assignments independently.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware, software applications and various record management systems (RMS); adapt to and utilize new technology systems as implemented; ability to prepare routine correspondence and reports utilizing computerized office applications.

Ability to understand, perform basic mathematical calculations, efficiently and accurately; comprehend and make inferences from written material; learn job-related material primarily through oral instruction and observation, ability to operate standard office equipment.

Ability to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations.

Independent and logical judgment is required to implement policies of supervisor and must perform all aspects of job responsibilities with honesty and integrity; interpret and make decisions in accordance with laws, regulations and established policies.

Physical Requirements: Frequent sitting, talking, walking and mental concentration for prolonged periods required; frequent use of hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and be understood clearly, ability to enter data or information into a terminal, PC or other keyboard device.

Special Requirements: Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/21/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 10/72, 1985, 10/13, 11/19

Mayor

Department Head

[_____ C Review]