

POSITION DESCRIPTION

Class Title: **Public Safety & Finance Administrative Assistant**
Department: **Public Safety & Finance** Union: **Non-Union Position**
Date: **September 5, 2013** Primary Location: **Police Department**

GENERAL PURPOSE:

This position requires confidential and responsible administrative/clerical assistance to the Department of Public Safety, working directly under the supervision of the Fire & Police Chiefs. A variety of routine and complex professional, administrative and clerical functions are required. This position involves considerable contact with the general public, as well as acting as liaison between the Chiefs and employees and other members of City government. The employee follows established procedures and regulations, but must exercise judgment and initiative in analyzing transactions and recommends to the Chiefs in general procedures.

This position also performs financial duties under the direct supervision of the Finance Director.

NATURE OF WORK:

Work involves constant contact with the public and the screening of calls and callers to the office of Public Safety regarding comments, complaints and inquiries of the departments. The position requires the utmost in confidentiality.

Although typing is essential in this work, the class is distinguished by relatively more complicated secretarial and clerical assignments. It requires the application of initiative and independent judgment to procedural questions, which are encountered, although decisions made are limited by established precedents and departmental policies.

Work requires a familiarity with organizational and operating characteristics of the Public Safety Department. The employee frequently has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. Except for important or unusual assignments, which may involve careful instruction and supervisory review, work is normally carried out with considerable independence after a period of familiarity, though work must adhere to established guidelines.

SUPERVISION RECEIVED:

Works under the general direction of the Fire & Police Chiefs, with periphery supervision exercised by the Finance Director while performing financial tasks.

SUPERVISION EXERCISED:

While this position exercises no explicit supervision of Department of Public Safety personnel, the employee frequently delivers the Chiefs memorandums and directives to Department of Public Safety employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Public Safety

Prepares standard reports from records and types correspondence, directives, reports, and other general technical materials for the Chiefs.

Keeps and maintains departmental accounting, personnel, union contracts and related records, and prepares reports on same to the Chiefs.

Prepares standard letters and reports for the Chiefs.

Assists in the development as well as oversees all financial aspects and paperwork completion for grants procured by the departments.

Assists in the procurement of all department materials, supplies, uniforms, etc. and submits all department bills for payment.

Maintains calendar of events for the Chiefs.

Coordinates and organizes materials for meetings hosted by the Department of Public Safety.

Assists other employees during periods of increased work flow as required.

Takes messages and refers them to the Chiefs or ascertains the answers and/or requested information and relays it to the inquiring party.

Sorts, processes, distributes, and files all correspondence received into the departments and other materials, determining proper file designations; organizes and revises as needed.

Explains general Department of Public Safety practices and requirements to the general public; explains status of pending matters as authorized.

Attends meetings with the Chiefs as necessary in order to assist with their duties.

Researches information and relays information to the Chiefs as requested and keeps the Chiefs informed on matters that may need detailed inquiry and response.

Maintains computerized account files.

Fire Prevention: schedules inspections, maintains files and monitors deficiency notices, assists with fire prevention activities and attends applicable training/seminars.

Processes and records weapons permits and other permits issued by the Police Department.

Maintains all information, updates, and required documents for Sex Offender Registries.

Processing of all record requests and payments from outside agencies to include background checks, accident reports, etc.

Receives and enters parking ticket payments.

Prepares and logs all court/arraignment documents and deposition of such.

Posts and invoices all outside police details.

Responsible for police staff scheduling.

Responsible for advertising and the posting of all public notices as required by the departments.

Maintains and updates the all information on the Public Safety website.

Prepares all aspects of the ambulance related records, run reports, payments for and related information for submission to various agencies, to include medical billing agencies and mandated state reporting. Will assist in the development, implementation and will manage optional medical billing models and will credential as needed.

Responsible to protect the privacy of all patient information in accordance with the privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider.

Perform other job-related duties as assigned.

Finance

Payroll

- Review time entry and leave entry from all departments
- Perform record changes affecting net wages, and various payroll deductions to update master payroll records
- Prepare and issue weekly payroll
- Answer payroll related questions from employees

Accounts Payable

- Enter purchase orders and invoices for payment
- Verifies department account codes for proper assignment of budget expenditure
- Prepares weekly warrants and mailing of checks

Prepare and post journal entries.

Perform other job-related duties as assigned.

Other

Employee will be required at times to provide basic constituent service in the front office area of City Hall, including processing bill payments, vehicle registrations, license/permit applications, etc.

Employee will be required to provide back-up General Assistance (GA) duties when regular GA officer is out of the office. This will include night and weekend availability for occasional emergencies.

DESIRED MINIMUM QUALIFICATIONS:

- (A) At least five (5) years' experience in general office procedures, executive secretarial/clerical work of a progressively responsible nature, involving positive contact with the public. A high school diploma is required. Four-year college degree or equivalent desired. Background in Public Safety services desired.
- (B) Ability to effectively meet and deal with the public and other Public Safety agencies in a professional manner; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

- (C) At least five (5) years' experience with office finances, including a thorough knowledge of bookkeeping and accounting principles and practices, particularly as applied to governmental accounting. Considerable knowledge of payroll and accounts payable functions, as well as computerized financial applications (preferably TRIO).
- (D) Ability to make decisions as they relate to work situations.
- (E) Ability to establish and maintain effective working relationships with employees and the general public.

SPECIAL REQUIREMENTS:

Must pass extensive background investigation.

TOOLS AND EQUIPMENT

Personal computer, including Microsoft Office software products (especially Word and Excel) and familiarity with the TRIO financial software, 10-key calculator, Telephone, Postage machine, Photocopier, Fax Machine, Two-way Radio

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employees is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but may encounter periodic mid-high level noise due to the nature of emergency services provided.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, extensive background and job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____

Appointing Authority

Supervisor (s)

Effective Date: