

**City of Cottage Grove
Job Description
Administrative Assistant
Police Department**

Department: Police	FLSA: Non-Exempt
Reports to: Police Chief	Representation: Non-Represented; confidential
Pay Range: Range 13B	Date Adopted: January 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

An employee in this classification is to adhere to strict confidential standards. This position provides complex, analytical professional administrative support in supporting the Police Department's mission and goals; coordinates and performs diverse administrative support work for the Police Department.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Assist the Police Chief, and executive leadership team in monitoring internal and external issues; assists in the development of short and long term plans; responsible for special projects as assigned.
2. Prepare and compose letters, reports and correspondence.
3. Handle a variety of confidential matters relating to personnel, law enforcement, and legal issues.
4. Coordinate travel plans for conferences and training sessions on behalf of Police Department Staff; complete permission to attend, book accommodations and register staff.
5. Assist with maintenance and monitoring of Police Department social media platforms.
6. Assist in the development, administration and maintenance of Police Department Policies and Procedure Manual through the Lexipol System.
7. Oversees and manages department accreditation process.
8. Maintain Officer Subpoena files and notify officers of impending court appearances.

9. Provide initial non-emergency contact with the public and representatives of other agencies for the department at a public counter or over the telephone, determines the nature of the contact and provides information regarding services, policies and procedures or referral to the appropriate individual or agency.
10. Assist the Police Department with the coordination and tracking of employee training. Tracks required certifications or licenses to remain current; assist Police staff with completing required DPSST training/certification forms and applications.
11. Researches confidential information and prepares cost analysis reports for collective bargaining as requested.
12. Updates job knowledge by participating in educational opportunities approved by the Police Chief.
13. Follows all rules, policies, procedures and laws.
14. Other duties as assigned.

IMPORTANT FUNCTIONS:

1. Answer telephone, route calls and/or take messages.
2. Coordinate all department appointment, promotional, retirement and award ceremonies.
3. Assist Human Resources with recruitment and scheduling interviews and testing.
4. Compare calendars to plan and schedule meetings and events.
5. Code Police Department invoices and enter invoices into financial software.
6. Establish and maintain filing systems.
7. Create and maintain all City of Cottage Grove employee ID badges.
8. Maintain inventory and organization of office supplies and equipment; order supplies/equipment.
9. Troubleshoot office equipment, printers, computers, fax machines and copiers and schedule needed maintenance.
10. Open, sort, stamp, and distribute all incoming Police Department mail (daily).
11. Process all outgoing Police Department mail.
12. Maintain work areas in a clean and orderly manner, paying attention to safety.
13. Contribute effectively to the accomplishment of city goals, department objectives and activities.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

1. Standing-frequently on carpeted/concrete floors.
2. Sitting-continuous on cushioned, rolling, and adjustable chair.
3. Driving-occasionally City owned vehicle for City business.
4. Change Positions-has freedom to frequently.
5. Walking-frequently on either carpeted surface, asphalt or cement.
6. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.

7. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs.
8. Bending-occasionally from waist and or knee.
9. Twisting-occasionally from waist to pick up small items on desk or on printer within 3ft.
10. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil or to answer telephone.
11. Handling-frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books and scissors.
12. Grasping-occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment and writing utensils.

JOB SPECIFICATIONS:

Education & Experience:

- High school graduation or equivalency.
- Associates Degree in Business Administration-preferred.
- Previous experience in law enforcement administrative duties-preferred.
- At least three (3) years of increasingly responsible administrative support experience.
- Any combination of experience and education, which demonstrates the knowledge, skills and ability to perform the above-described duties.

Knowledge, Skills and Abilities:

KNOWLEDGE:

- Thorough knowledge of Police Department operations, policies, and procedures.
- General office principles and practices.
- Understanding of modern office methods and procedures.

ABILITY TO:

- Perform detailed work.
- Establish, priorities and organize own workload.
- The ability to work as part of a team.
- Build relationships throughout the department and city to foster an environment of collaboration and trust.
- Ability to work on several tasks at the same time, complete assignments effectively and meet deadlines amidst frequent distractions and interruptions.
- Ability is required in the use of office equipment such as calculators, personal computers or computer keyboards and copiers.
- Ability to compose professional letters of communication on behalf of the agency and Police Chief.

SKILL IN:

- Utilizing a variety of software and desktop publishing programs.
- The operation of standard office equipment, including ten-key calculator by touch.

- Skill in data processing applications, including spreadsheet software programs, work scheduling software, file organization systems and data bases.
- Strong problem-solving skills.
- Strong organizational skills.
- Strong interpersonal and communication skills.
- Self-motivation.
- A thorough, methodical approach.

Special Requirements and Certifications:

1. Must be able to pass the department's background check process.
2. Must possess a valid Oregon driver's license. This position utilizes City vehicles to attend trainings, drive to various City buildings and run departmental errands.
3. Must obtain LEDS inquiry and Entry Certification within 30 days of hire.
4. Must obtain Notary of Public within 6 months of hire.

Supervisory Duties:

This position is not responsible for supervision, but may exercise lead responsibilities.

Supervision Received:

General Supervision is given. The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments. Will work to establish methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Contact with Others:

Frequent contact with all departments within the city, co-workers and the public. The ability to deal with others in a professional, courteous, diplomatic, positive and helpful manner at all times is a requirement.

Confidential Information:

Maintains confidentiality and protects sensitive information. Handles confidential employee information, including medical and personnel related information. Ability to handle employee relations with confidentiality as a main priority.

Resource Accountability:

This classification does not make budgetary or purchasing decisions, but are responsible to use resources efficiently and economically and may make purchasing recommendations for cost-effective solutions.