

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: December 3, 2012
Resolution No.: 2012-63

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction to assist the Chief of Police by performing a variety of highly responsible complex and confidential administrative duties, preparing classified confidential information to be used in making administrative decisions, and performing difficult confidential administrative assistant work; ability to multi-task in a fast-paced environment using discretion and initiative; may supervise the work of others; and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a wide variety of administrative and secretarial duties as required by daily operations in the Office of the Chief of Police;
- Organize and maintain paper and electronic files. Maintains calendar for the Chief of Police as well as the Assistant Chief of Police scheduling appointments, meetings and making travel arrangements;
- Represents Chief's office with integrity and ethics in assisting the public and City staff;
- Entails involvement in or knowledge of confidential matters which may entail criminal investigations and charges;
- Exercise appropriate judgment, initiative, tact, courtesy and discretion in dealing with confidential and/or sensitive matters;
- Maintains all Internal Affair cases;
- Screen phone calls from citizens, community members, department personnel and city staff referring to appropriate resources for assistance;
- Responds to complaints and requests for information;
- Prepare correspondence from verbal instruction or notes. Compose letters and memorandums for Chief's review;
- Attends management staff meetings taking notes and distributing to departmental employees; attend other related police department meetings;
- Generates and maintains records for project assignments;
- Records and maintains a wide variety of important programs, reports and files which may include political, legal and law enforcement records required by Federal, State, Regional, County or other government agencies;
- Processes P.O.S.T. certificates for police personnel;
- Updates and maintains department personnel files and employee information;
- May be responsible for the assignment of petty cash monies;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: December 3, 2012
Resolution No.: 2012-63

(Continued)

- Supervises subordinate personnel;
- Communicates clearly and concisely, both verbally and in writing;
- Explains City and departmental policies to staff and public;
- Assigns and reviews work to assure timely and efficient completion of assignments;
- Operates a variety of standard office equipment and machines which may include some but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, dictating equipment, etc.;
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Functions, operations and objectives of Municipal Government;
- Good customer service practices;
- File, research and document organization in computer application;
- Office policies, procedures and practices;
- Municipal Government technology and terminology;
- Business letter writing and business forms;
- Correct grammar usage, punctuation, spelling and vocabulary.

Skills:

- Mathematical calculations such as addition, subtraction, multiplication and division;
- Possess skills in word processing, correspondence, spreadsheets and reports using a personal computer and word processing software applications;
- Type/word process 55 words per minute accurately from clean legible copy;
- May take verbal or taped dictation of 80 words per minute.

Ability to:

- Perform difficult and confidential, secretarial work;
- Sort and verify statistical and other financial record data;
- Organize and prioritize, and follow-up on work assignments;
- Multi-task effectively;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: December 3, 2012
Resolution No.: 2012-63

(Continued)

- Provide a wide variety of work for the Chief of Police;
- Effectively report to the Chief of Police concerns by individuals, organizations, and other public agencies;
- Demonstrate work initiative and good judgment;
- Types letters, memorandums and reports as directed by Chief of Police;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manage a large volume of work assignments with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare important confidential reports and correspondence;
- Establish professional working relationships and resolve interpersonal conflicts;
- Communicate effectively, verbally and in writing;
- Serve the public with tact and courtesy;
- Function in a team oriented environment;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.;
- Observe safety principles and work in a safe manner;
- Handle confidential information with discretion;
- Understand and interpret the Municipal Code, MOU's, administrative policies and departmental rules, and other City policies related to job duties;
- Administer Chief's records and organize and maintain complex confidential filing and record keeping systems;
- Willingness to work overtime as requested;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by course work in computer applications, business practices and procedures, or office procedures. Attainment of an Associate of Arts Degree or higher from an accredited college or university is highly desirable.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: December 3, 2012
Resolution No.: 2012-63

Experience:

- Five (5) years or more of increasingly responsible secretarial experience progressive office experience including word processing, typing, public contact and customer service including two (2) years experience as assistant to an executive management level position. Some experience supervising employees is highly desirable.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check and polygraph examination.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.