



Village of Mahomet

Job Description

Position: Administrative Assistant, Police Department

FLSA status: Non-Exempt

Job Summary:

Under the direct supervision of the Chief of Police, this position provides administrative and secretarial support for the Chief of Police and other Police Department personnel. In addition to typing, filing, and scheduling, the responsibilities of this position include performing duties such as financial record keeping, coordination of meetings and conferences, obtaining supplies, and working on special projects. Also answers routine and non-routine correspondence and assembles highly confidential and sensitive information. Communicates with a diverse group of callers and visitors, as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload, and recommend changes in office practices or procedures.

The position requires experience in handling a wide range of administrative and executive support related tasks and the ability to work independently with little or no supervision. This position requires exceptional organization, flexibility and the ability to address the administrative challenges of supporting a department of diverse people and programs.

The ability to interact with staff in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Excellent written and verbal communication skills, strong decision making ability and attention to detail are equally important.

Major Duties and Responsibilities:

- Provides responsible and highly complex administrative and secretarial support.
- Ability to assist in the administration of day-to-day activities within the Police Department as directed by the Chief of Police.
- Creates and prepares general correspondences, including memos, public announcements and other routine inquiry responses, charts, tables, graphs, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Processes department payroll (as needed) and personnel forms.
- Performs duties as the Police Department's LEADS Administrator.
- Administers the State's Learning Management System (LMS) function within the Police Department.

- Manages Sex Offender database.
- Prepares all Police Department FOIA responses.
- Coordinates background checks for solicitors and Parks department seasonal volunteers.
- Manages and tracks all Village Notices To Appear issued by the Police Department; collecting payments, preparing complaints and other court documents and monitoring warrants.
- Responsible for certain budgetary and accounting duties, such as:
 - Monitoring and analyzing departmental budget information,
 - Preparing billing for special details
 - Monitoring and reconciling petty cash and reimbursement checks for the Police Department
 - Prepares monthly operational bills.
- Queries databases, collects statistics and disseminates findings as directed; assists with the compilation of periodic reports; responds to special and routine requests for collated or analyzed Police information; administers periodic surveys.
- Orders police equipment and supplies for Department, compiles price comparisons when appropriate, and insures that standards are met and the costs are within the budgeted amount.
- Processes Departmental purchase orders for payment, insuring the vendor has complied with the Treasurer's requirements.
- Provide significant support in the preparation and administration of the department budget; monitor expenditures including reviewing and processing purchase requisitions and purchase orders; recommend modification or adjustments as appropriate, compute and maintain payroll records as needed.
- Collects data and prepares monthly reports, including UCR, IDOT and Training Board submissions.
- Answers phones and directs incoming calls and visitors to the appropriate party promptly and efficiently.
- Handles customer service requests to include walk-in and phone inquiries, complaints, house checks and payment of tickets.
- Fields inquiries from insurance companies, employees, citizens, attorneys and the State's Attorney's office for incident information.
- Ability to problem-solve within the department and respond to requests from the public and other Village departments.
- Interacts with a diverse array of internal and external contacts in a professional, efficient and respectful manner.
- Transcribes memoranda police reports and statements from dictating equipment.
- Transcribes tapes pertaining to internal investigations which may require work to be completed during non-standard office hours due to the time frame and confidentiality of the tapes.
- Organizes and prioritizes large volumes of information and calls, which may include sorting and distributing mail and drafting written responses or replies when necessary.
- Schedules, organizes, processes and reconciles complex activities such as meetings, travel, conferences and department activities.

- Creates and maintains complex electronic and manual filing systems.
- Organizes and stocks office supply storage room.
- Organizes initial issue purchase orders, name badges, state and local documents, business cards, roster additions and personnel forms for new Police Officers.
- Maintains an inventory of equipment as directed.
- Performs other related duties as assigned.

Job Requirements:

KNOWLEDGE, SKILLS AND ABILITIES:

- Must successfully complete a background check which includes a criminal history and records checks.
- Valid Illinois driver's license and a safe driving record.
- Knowledge and abilities typically acquired through graduation from high school or GED; associate's degree in Office Professional Studies or related field is preferred.
- Three to five years of increasingly responsible administrative and secretarial experience, preferably with the past three years working in a highly responsible position.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Position continually requires demonstrated poise, tact and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Excellent command of the English language and grammar, business math, office practices and procedures, and operation of standard office equipment.
- Ability to learn and successful use all Departmental computer systems.
- Ability to develop and maintain complex electronic and manual filing systems.
- Ability to type at a rate of sixty (60) words per minute.
- Ability to transcribe accurately and efficiently from a Dictaphone or comparable voice recording device.
- Ability to calmly and effectively handle high stress situations.
- Ability to maintain composure and keep emotions in check, even in very difficult situations.
- Ability to be open to change and considerable variety in the workplace.
- Ability to be reliable, responsible, dependable, and fulfill obligations.
- Must have a strong attention to detail.
- Must have a strong sense of honesty, integrity and ethics.
- Must maintain strictest of confidence on all matters.

Education and/or Training:

Demonstrated proficiency of MS Office 2007 Word, Outlook, Excel, Publisher, PowerPoint, and Access programs. Experience with additional computer systems.

Community Relations Functions:

Day to day customer service contact with members of the community during the routine course of business.

Work Environment:

Standard office setting. Normal working hours and days: Mon - Fri; 8:00 a.m. - 5:00 p.m.; 1 hr meal break. Overtime as required; may occasionally be required to be present at meetings and activities held in locations other than Police Department at hours beyond the normal workday.

Physical Demands:

This position works in an office-type setting and may require maintaining physical condition necessary for sitting for prolonged periods.

Tools and Equipment:

Standard office equipment usually found in business and law enforcement settings.

Supervision Received and Exercised:

The position reports to the chief of Police.

Pay Grade: D

Disclaimer:

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Employee _____
Date

Supervisor _____
Date

Human Resources Director _____
Date

