

City of
EDMONDS
Washington

PART-TIME ADMINISTRATIVE ASSISTANT

Department:	Police	Pay Grade:	NE 6
Bargaining Unit:	Law Support	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Sergeant

POSITION PURPOSE: Under general supervision of a Sergeant, performs a number of clerical and staff support functions; performs purchasing and accounts payable functions; performs inventory control functions; prepares and maintains accurate records; works closely with and under the leadership of the Executive Assistant.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Orders and maintains necessary departmental supplies and equipment including: uniform items, radios, cell phones and radar units.
- Performs a variety of specialized clerical and office support duties for the City Police Department; utilizes independent judgment and knowledge of department rules and regulations in daily activities.
- Prepares, maintains and assures the accuracy of a variety of records; enters, sorts and updates information into various computer systems such as: purchase requests, inventory lists, radio and radar repair and certification records.
- Operates a telephone, typewriter, facsimile, computer, calculator, copier and other office equipment as assigned.
- Processes and maintains purchase requests; tracks and verifies receipt of purchased items; processes bills for payment; prepares accounts receivables, receives telephone inquiries from vendors.
- Maintains a current inventory of department owned equipment and assets.
- Tracks and processes vendor contracts both new and renewals.
- Tracks and processes grant applications and receipt of proceeds.
- Acts as primary back up to the Executive Assistant-Confidential in performing payroll functions.
- Maintains physical abilities under Working Conditions (below).
- Performs others duties as assigned.

Required Knowledge of:

- Administrative functions and office operations.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.

JOB DESCRIPTION

Part-time Administrative Assistant

- Current office procedures, methods and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing a variety of specialized clerical and office support duties.
- Processing a variety of forms.
- Understanding and resolving issues, complaints or problems.
- Working with constant interruptions and have the ability to rearrange priorities.
- Utilizing alpha and numeric filing systems.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups, and the general public.
- Meeting schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Operating a city vehicle as occasionally needed.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to graduation from high school and one year of clerical experience.

Required Licenses or Certifications:

Valid Washington State Driver License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operate/use a computer keyboard and other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

JOB DESCRIPTION
Part-time Administrative Assistant

Hazards:

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____