

## POSITION DESCRIPTION

Class Title: Administrative Assistant  
Department: Police and City Solicitor

Date: May 3, 2017  
Union: None

### **GENERAL PURPOSE:**

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Solicitor and Police Chief, assisting in the operation of both offices.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Police Chief and City Solicitor and or designees.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs routine clerical and administrative work in answering phones, receiving the public, providing citizen assistance, data processing, and bookkeeping.

Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail;

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Prepares records such as notices, subpoena's, charges and court related documents. Acts as custodian of departmental documents and records.

Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials, maintains departmental records.

Schedules appointments, and performs other administrative and clerical duties.

Any other assigned duties as requested by the Police Chief and City Solicitor.

**Specific Duties & Responsibilities for Police Department**

Must maintain a clear background check for access to restricted and confidential records and documents (i.e., LEADS, criminal justice records, etc.).

Knowledgeable in records retention schedules and laws.

Prepare and provide public records, which include police, accident and other law enforcement reports, in paper, electronic and multimedia formats.

Tracking & recordkeeping of scheduled and unscheduled time-off, court appearances, court time, conversion to compensatory time, injury leave, FMLA, validation of time cards and validating the police records with the Finance Department.

Maintaining personnel records, including training, accommodations, discipline, worker's compensation, pay status – pay steps, medical, identification cards and other related records.

Competent in computer hardware and software, including police specific records management systems and general office software.

Ability to create and maintain paper and electronic forms for the police and dispatch function.

Maintain a police/dispatch/public safety record filing system which encompasses paper and electronic records.

Purchasing, ordering, and maintaining an inventory of operating supplies, including jail consumables (food, cleaning, etc.) and office supplies.

Accounts receivable and payable, receiving and processing invoices, requesting and processing purchase orders.

Liaison with local, state and federal agencies, including but not limited to, Ashtabula Health Department, Ashtabula Human Services, Ohio Attorney General, Ohio Peace Officer Training Academy (OPOTA), Ohio Department of Public Safety, Ohio Department of Corrections, Ohio Department of Commerce, Ohio & International Chiefs of Police, Ohio Youth Services, U.S. Department of Justice, and other agencies.

Managing and assisting special events and programs on the local, state and federal level, including, but not limited to, public safety/driving campaigns, AAA Community Traffic Safety Awards Program, etc.

Scheduling of courier pick-up and transports (FedEx, UPS, etc.) for administrative and police related items.

Provide and maintain a Notary Public status – renewable every five years.

Ability to learn and become proficient in specialized equipment related to the police/dispatch/public safety function, (i.e., fingerprinting equipment).

**Specific Duties & Responsibilities for City Solicitor**

Prepare prosecution case files for court hearings including all essential elements of criminal and traffic cases such as the police reports, photographs, videos, BMV records, criminal history records, etc.

File subpoenas for witnesses in advance of trials and hearings, as necessary.

Prepare and mail responses to Attorneys’ “discovery” demands (public records requests as they relate to criminal and traffic cases).

Enter all Notices of Hearing into Google Calendar to create and maintain Court schedule for City Solicitor.

Maintain filing system for open and closed cases.

Answer calls and act as liaison between the public and the City Solicitor.

Compose, type, and/or edit a variety of correspondence, and maintain filing system for City Solicitor’s correspondence.

Provide general assistance, as necessary, including preparing reimbursement or other check requests, ordering office supplies, etc.

Maintain library of Ohio Revised Code and other law books.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- A. Graduation from a high school or G.E.D equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping
- B. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience preferred.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing; working

knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

- B. Skill in operation of listed tools and equipment.
- C. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**TOOLS AND EQUIPMENT USED**

Phone, computer terminal, personal computer including word processing software, copy machine, postage machine, fax machine, base radio, typewriter and calculator.

**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 when applicable.

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the 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 function.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check, 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.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Indicates the employee was given a copy of the job description)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_