

Administrative Aide I- Police Admin

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Company: City of Arlington

Location: United States

Category: other-general

JOB SUMMARY

Under general supervision, performs a wide range of administrative duties of a highly responsible and confidential nature in support of Police Administration, to include the Chief of Police, Chief of Staff, Executive Assistant, Assistant Chiefs and Assistant Director, as directed. This position will require a thorough knowledge of organizational and departmental policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Ability to provide varied and complex administrative support for the Chief of Police, Chief of Staff, Executive Assistant, Assistant Chiefs and Assistant Director.

Ability to receive and screen telephone calls and visitors; ability to route correspondence and inquiries according to the nature of the issue; ability to communicate with City personnel and the public regarding questions and complaints using discretion and independent judgment.

Ability to facilitate commendations and awards in the AIM reporting system;

Ability to coordinate general office procedures to include, but not limited to, ordering supplies, maintaining service of equipment and furnishings, and the maintenance of source documents, as directed.

Ability to facilitate payroll responsibilities; coordinating with Fiscal Services for resolution of payroll issues; and, maintaining support documentation.

Ability to serve on assigned committee(s).

Ability to assist with planning departmental functions, including annual awards and recognitions ceremonies.

OTHER JOB FUNCTIONS:

Ability to research source documents and gather data for reports.

Ability to assist with training of other employees when necessary.

Ability to complete special projects and perform other related duties as needed or directed.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

Knowledge of business English, spelling and punctuation. Knowledge of office and secretarial practices and procedures. Intermediate knowledge of Microsoft Office.

Skill in recording and organizing data.

Skill in making simple arithmetic calculations. Skill in typing 40-50 words per minute.

Skill in composing and editing correspondences.

Skill in effectively communicating with other city employees and the public by both oral and written means.

Ability to exercise discretion and independent judgment without direct supervision.

Ability to receive detailed information through oral communications and to make fine discrimination in sound. Ability to perform a variety of physical skills, including but not limited to, seeing, sorting, filing, and typing.

Ability to operate a variety of office equipment, including but not limited to, PC, calculator, telephone, and copier. Qualifying **Education and Experience:**

The above knowledge, skills and abilities may be demonstrated by one year of college, plus two years related clerical experience, or any equivalent combination of education and/or experience may be substituted for the above.

Must satisfactorily complete pre-employment screenings including criminal background check.

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