



## EXECUTIVE ASSISTANT

Department:	<b>Police</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the direction of the Chief of Police, coordinates and performs a variety of confidential and complex secretarial functions; provides executive-level administrative support to the Chief of Police; schedules and coordinates meetings; prepares correspondence, reports, and other documentation; processes accounts payable invoices; prepares the Department's payroll; assists in administering assigned grants; updates and maintains departmental records and files; organizes departmental training activities; serves as a representative of the Department and liaises with outside agencies; coordinates special projects; and performs other related duties as assigned.

### **TYPICAL DUTIES:**

*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.*

- Answers, screens, and directs incoming calls; documents and distributes telephone messages.
- Responds to caller inquiries; provides information regarding Police
- Department operations, policies, and programs; addresses and/or assists in resolving public complaints.
- Schedules, coordinates, and confirms meetings, appointments, and/or other functions; updates and maintains departmental calendars; prepares and/or organizes meeting materials and equipment.
- Coordinates and tracks training activities for departmental staff; prepares training schedules; updates and maintains employee training files.
- Prepares, proofreads, processes, and disseminates correspondence, memoranda, reports, proposals, forms, and/or other types of departmental documentation.
- Recognizes and maintains various types of confidential information, documents, and materials.
- Serves as Notary Public and notarizes documents as requested.
- Performs a variety of records management functions; updates and maintains departmental records, filing systems, databases, and/or policy manuals.
- Conducts a variety of general accounting duties; reviews and processes accounts payable invoices.
- Calculates, prepares, and submits the Department's payroll information.
- Coordinates various departmental grants; participates in administering and monitoring grant funding.
- Provides assistance in coordinating the Department's purchasing and inventory control functions.

## **JOB DESCRIPTION**

### **Executive Assistant**

- Oversees and serves as the primary contact for audits/inspections conducted by POST, the Health Department, State Fire Marshal, State Board of Corrections, and the Department of Justice.
- Represents the Department to outside agencies and community organizations; serves on boards and/or committees as assigned or appointed.
- Coordinates and conducts special projects as assigned.
- Provides assistance in the Dispatch Center including serving as Dispatcher as required.
- Performs Matron duties at the Jail as required; assists in searching female prisoners.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent; AND three years experience as an executive assistant in a law enforcement and/or legal environment; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Appointment/Commission as a California Notary Public is desirable.

#### **Required Knowledge of:**

- Police Department operations, policies, and procedures.
- Principles and practices of office administration.
- Records management principles and standards.
- Basic accounting and bookkeeping principles.
- Principles of grant administration.
- General office equipment and standard computer software applications.

#### **Required Skill in:**

- Coordinating and conducting a variety of highly skilled administrative functions.
- Providing confidential secretarial support to senior management personnel.
- Liaising with outside agencies and the public regarding various departmental matters.
- Preparing and maintaining correspondence, reports, and other documentation.
- Processing invoices, preparing payroll, and coordinating departmental grants.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, community organizations, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office/law enforcement environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.
- Exposure to criminal offenders and infectious diseases is involved.