

CITY OF PARK RIDGE

JOB DESCRIPTION



TITLE:	Administrative Assistant	FLSA:	Non-Exempt
DEPARTMENT:	Police	REPORTS TO:	Executive Officer
PREPARED:	October 2014	UPDATED:	May 2023

Position Summary

This position provides operational and administrative support to the Police Department and provides responsive, courteous, and efficient customer service in support of departmental operations.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Provides customer service to internal and external customers, addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to other appropriate staff as needed.
- Picks up, sorts, copies, and distributes a variety of correspondence, deliveries, and mail.
- Composes routine correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
- Manages staff calendars based on priorities of the organization; schedules appointments, coordinates meetings and travel arrangements.
- Prepares and processes requisitions, invoices, payment vouchers, bills, verifies records and reconciles monthly credit card statements.
- Develops, maintains and updates departmental electronic and paper records, files, and databases and conducts periodic audits as necessary.
- Assists in preparing department payroll, monitors leave and submits all reports required for payroll.
- Prepares, posts, distributes and tracks agenda documents, information packets and public notices.
- Provides administrative support for meetings; records, transcribes, and distributes meeting minutes.
- Updates department website.
- Maintains office supply inventory and coordinates service needs.
- Assists and provides backup for Assistant to the Police Chief when necessary and covers other areas within the department due to employee absence or heavy work volume.
- Assist Executive Officer with accreditation files.
- Coordinates special events for the department as assigned.
- Performs and participates in special projects as assigned.
- All other duties as assigned.

Required Education, Experience, Licensing, and Certifications

- High School diploma/equivalent with two (2) years previous experience in an administrative support position.
- Previous experience in public safety work environment preferred.

Physical and Work Environment

The physical and work environment characteristics described in this description 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 functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This is considered an office duty position, lifting no more than 10 pounds at a time and occasionally lifting or carrying of packages or office related materials.
- This position may be required to attend meetings outside of normal operating hours both in person and virtually as needed.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.

Name Printed

Name Signed

Date