

# HEWITT TEXAS

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**Job Title:** Administrative Assistant to Police Chief

**Department:** Police Department

**Location:** Hewitt Public Safety Facility

**Reports to:** Chief of Police

**Date:** 2/15/2018

<b>Grade:</b> 10	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**Job Summary:** The Administrative Assistant to Police Chief provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, preparing correspondence, receiving visitors, coordinating travel arrangements, arranging conference calls, and scheduling meetings. This position will also require occasional public speaking, community involvement, and organization of special events.

**Essential Functions:** Perform general clerical duties to include photocopying, faxing, ordering supplies and equipment, maintaining office inventory, maintaining records management systems, and retrieving and distributing mail. Retrieve documents from filing system as requested. Coordinate and ensure maintenance of office equipment.

Perform a variety of research, investigative, statistical, and analytical tasks relating to administrative processes and responsibilities. Evaluate and recommend solutions for improvements in administrative tasks.

Participate in crime prevention activities to include coordinating and recruiting for the Neighborhood Watch program. Perform home inspections as requested.

Prepare agendas and make arrangements for committee, board, and other meetings. Record, compile, transcribe, and distribute meeting minutes. Prepare invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheet, database, or related software.

Act as an occasional liaison between the community and Hewitt Police Department. Build and maintain community partnerships. Assist in planning and execution of special events for the department. Oversee the maintenance of the department's webpage and social

media page. Answer, screen, and transfer inbound administrative phone calls for the Police Department. Receive and direct visitors and clients.

Perform other related duties as assigned by the Chief of Police. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** Ability to read and effectively communicate both verbally and in writing. Ability to prioritize work assignments. Must be able to maintain confidentiality. Advanced computer literacy and extensive knowledge of Microsoft Office applications. Ability to maintain professionalism when dealing with others.

**Required Education, Experience, and Qualifications:** High school diploma or GED and two (2) years of clerical or administrative support experience.

**Preferred Education, Experience, and Qualifications:** Associate's degree in Business, Criminal Justice, or a related field. Experience working for a Police Department. Crime prevention certification preferred.

**Physical Requirements:**

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Employee occasionally lifts materials weighing 20 to 50 pounds. Ability to bend and squat in order to file or retrieve information.

**Machines, Tools, and Equipment:** Computer, scanner, copier, fax machine, multi-line phone system, and other office equipment

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**Work Conditions/Environmental Factors:** Work is performed in a standard office environment.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_