

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the Police Chief in short and long-range planning of departmental programs and activities, assisting with the financial management of the department, and managing the operation of the records division. The employee of this class performs high level clerical duties, maintains the records system, and acts as liaison to department visitors. The incumbent works with a high level of independence, receiving only limited direct supervision. The incumbent in this class reports directly to and has work reviewed by the Police Chief or his designee.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Recommends management policies, goals, and objectives for the department, as well as the records division. Assists in the research and planning of programs and activities of the department. Develops new procedures for office functions when needed. Inspects systems and facilities for maintaining records and reports and revises such systems when necessary. Manages the operations of the records division of the police department. Interviews prospective employees and makes recommendations for hiring. Supervises records clerks and delegates authority to subordinates. Provides assistance to employees in technical areas of work, assigns work schedules, and approves leave. Evaluates and discusses work performance with subordinates. Holds meetings with employees for the purpose of receiving and reviewing reports and disseminating information. Counsels employees who are experiencing work problems and resolves complaints and grievances.

Supervises employees in processing and distributing department records, mail, interdepartmental correspondence, and other materials in accordance with departmental procedure. Proofreads typed material and ensures proper data entry to eliminate clerical errors. Reviews and supervises criminal and traffic court dockets for accuracy and completeness. Reviews materials to be filed to determine subject matter. Supervises the preparation of department records for timely prosecution. Oversees the filing of materials in hard copy files or a computer database and maintains archives of such materials for retrieving information and documents. Coordinates and reviews timely records transfers between department and district attorney. Determines what information should be included in department records and in what form they should be kept. Ensures and reviews policies are closely followed regarding record retention governing the warrants division of the department. Manages records on the location of materials removed from files and traces missing files. Files for forfeiture procedures disposing of cash and surety bonds on active/negligent warrants. Supervises efficient departmental operation by departmental personnel of parish court.

Places and answers telephone calls for the records division; handles routine matters or transfers caller to the correct department personnel. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement. Acts as a liaison to department visitors and directs them to the appropriate individual. Writes reports, letters, forms, memos, or any other documents assigned to the records section. Fills out all forms or records required and composes business letters for the division. Operates a computer, scanner, copy machine, cash register, communications radio, calculator or mathematical computer software, and other office materials as needed.

Accounts for the money and assets of all police department operations. Compiles data and information to be used in the operating budget for the records division and submits to the proper authority. Reviews divisional operating budgets. Makes calculations necessary to compute payroll. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Collects bonds, fees, and fines issued by the court. Maintains an inventory of the supplies and equipment for the records division. Prepares expenditure estimates. Orders and distributes supplies and equipment as required. Locates repair services and gets estimates on repair costs for the division. Inspects equipment after repairs to see that they were properly accomplished.

Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a minimum of five (5) years office management experience.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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