

City of Sullivan Job Description
Records Clerk / Administrative Assistant

General Purpose of Position

Provides administrative and clerical support for the Police Department

Major Duties and Responsibilities

Performs administrative duties

- Assists the Chief and Assistant Chief of Police with the preparation and distribution of correspondence, policies and procedures, and departmental clerical matters as directed by the Chief of Police.
- Answers telephone calls and maintains correspondence
- Makes travel arrangements for the Police Chief and others
- Notifies the Police Chief of appointments and meetings
- Picks up and sorts mail for the department
- Types and sends bills for various departmental functions

Assists visitors to the Police Department

- Answers citizens questions, complaints, and concerns
- Collects payments and gives moneys to appropriate personnel for processing
- Refers constituents to appropriate departmental or other personnel, as needed
- Provides information about departmental services and fees

Orders and maintains adequate supplies and equipment inventories

- Orders uniforms and equipment from appropriate catalogs, as needed
- Orders office supplies and official law enforcement forms as needed
- Types and submits bid specifications for major purchases
- Checks orders with supplies received to assure accuracy of delivery

Assists with special projects

- Gathers and provides information for grant writing as required
- Assists in the grant writing process
- Performs other police-related duties as outlined in the department's General Orders

Performs personnel duties

- Maintains personnel records
- Tracks employee sick leave, vacation, and certification hours
- Answers employee questions concerning personnel matters
- Double-checks payroll sheets and paid leave forms and sends to City Hall
- Attends professional development seminars and trainings

Manages records and maintains ordinance book

- Maintains security and integrity of various types of law enforcement records
- Assists with storage and disposition of files according to federal and state law
- Updates police ordinance book as needed

Produces and disperses crime and monthly activity reports

- Reads reports for accuracy and files appropriately
- Enters all appropriate information into computer system
- Distributes reports to all required individuals
- Generates monthly activity reports and mails to appropriate agencies
- Provides copies of reports to Aldermen, Mayor, and the City Administrator
- Supplies copies of reports to citizens

Performs other duties as directed

- May in case of emergency be called upon as a witness or to assist in making personal searches of detainees.
- Work a schedule as directed by the Chief of Police
- Performs other duties as assigned by the Chief of Police

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Police
Immediate Supervisor(s)	Police Chief
Frequency of supervision	Daily
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Almost never
Frequency of night work	Almost never
Shift position	Not applicable
On call status	Not on call
Percentage of work indoors	95%
Percentage of work outdoors	5%, in all types of weather conditions
Types of accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to chemicals/hazardous materials	Almost never, only when searching suspects
Applicable chemicals/hazardous materials*	Blood and bodily fluids, narcotics, infectious diseases
Average stress level of this position	Average, but varies with circumstances

Physical work associated with this position** Bending, stretching, filing, typing, 10-key operation

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid drivers license and be a Notary Public.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent. Two years of experience utilizing clerical skills and public relations is strongly recommended; five years is preferred.

Knowledge, Skills, and Abilities

Knowledge

- Department policies, rules and regulations
- State and city laws, codes and ordinances, including those related to open meetings
- Personnel management
- Public relations principles and their application for law enforcement
- Departmental rank structure
- Dispatcher procedures
- Radio equipment operation
- Computer usage and applicable software
- City layout
- Departmental general orders
- Safety and personnel policies
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department

- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government
- Must be able to read and understand the English language, and understand verbal and written instructions and carry them out.

Skills and Abilities

- Use a multi-line telephone system
- Use office equipment, including fax machine and copier
- Complete accurate data entry using a personal computer
- Maintain good public relations
- Resolve conflicts
- Maintain confidentiality
- Handle panicked people
- Pay attention to details
- Practice patience and common sense
- Retain motivation and assertiveness
- Coordinate efforts between the agencies
- Recognize and effectively deal with problems
- Time organization and planning
- Use some police instruments and equipment effectively
- Establish and maintain effective working relationship with other city officials, state and federal authorities, civic leaders and the public
- Analyze operational and administrative procedures and problems
- Evaluate and balance community needs and expectations as to police activities
- Modify organizational procedures to meet changing conditions of the community
- Maintain harmonious relationships in the department
- Diagnose problems and determine the best solution

- Prioritize daily work flow
- Meet specified or required deadlines
- Communicate effectively with other City employees, both oral and written
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures