



TOWN OF EDGEWOOD

Position Class Code: 1107

Police Administrative Assistant

Date Approved: 06/20/2018

Revision Date:

**Position Purpose:** Under general supervision, performs a variety of office administrative support duties for the Town of Edgewood Police Department.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list: it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enters, verifies and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- May prepare and process correspondence, reports, forms and specialized documents from drafts, notes, tapes or instructions; composes various correspondence.
- Prepares and updates grant related material.
- May process forms such as work orders, requisitions, invoices, billings and related documents.
- Assist police and animal control officers with discovery request and case management.
- Prepares and provides necessary case information for court testimony to officers.
- Prepares and updates staff training files, property files and fixed asset documentation.
- Receives and responds to questions, information request, and information of public records request from the general public regarding calls for service, incident reports, citations, crash reports or other citizen contacts in accordance with applicable law.
- Receives and responds to question or information request from the general public regarding community programs, services, policies, procedures or regulations; accepts applications, may issue permits and collect fees.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Provides information and technical guidance to the public regarding administrative procedures, official information resources and the use and completion of various forms and documents.
- Maintains and processes a variety of records; assigns case numbers; creates case files; recommends suitability of information and proper procedures; codes and classifies data; compiles summaries; identifies deletions and omissions; maintains filing systems.
- Maintains current knowledge and skill related to position duties, including but not limited to, State Laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Processes mail and performs miscellaneous filing and document searches.
- Performs other work-related assignments as required by the supervisory staff

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of office administration principles, practices and terminology.
- Knowledge of modern office and records management practices, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements and/or;
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in performing research and logically organizing information.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operation standards, policies, and procedures for municipal and/or agency operations.
- Skill in operating a personal computer and software applications.

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Four years administrative office experience.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Work requires regular and punctual attendance.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds
- Work requires ability to speak, hear, touch, and see.

### Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment and motorized vehicle.