

## ADMINISTRATIVE ASSISTANT (POLICE DEPT.)

Position Title: Administrative Assistant

**Department:** Police

**Pay Grade:** N/A

**Supervisor's Title:** Chief of Police

**Work Status:** Part-time

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### **PURPOSE:**

Serves as principal assistant to Chief of Police and Police Department officers. Performs a variety of routine and complex analytical, clerical, and technical work.

### **ORGANIZATIONAL RELATIONSHIPS:**

**Reports to:** Chief of Police

**Communicates with:**

- *Internally* – Chief of Police, Police Sergeant, Police Officers, City Attorney, and all other City employees
- *Externally* – Other police departments, Houston County Sheriff's Office, Houston County Attorney, state and federal law enforcement agencies, business/civic/community groups, human and social services agencies, court system personnel, probation and parole officers, school personnel, City residents, and the general public

**Supervises:** None

### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to Chief of Police and Police Department officers.
- Maintains confidential and private information generated within the City.
- Maintains records and files of search warrants, restraining orders, citations, case files and related police records. Electronically files them with court system when needed.
- Submits MOC codes to the state monthly for statistical purposes.
- Serves as Department's Terminal Agency Coordinator (TAC).
- Checks files for criminal records of subjects for authorized personnel.
- Processes orders to seal records.
- Answers phones and assists in staffing front counter; personally responds to questions/concerns or refers to appropriate person; and assists in sorting/routing mail.
- Assists with processing a variety of licenses.
- Maintains an adequate inventory of office supplies; orders supplies as needed.
- Receives and responds to requests from field units for primary and secondary services (e.g., warrants, license, and person checks; utility service providers; medical examiner; and detoxification centers).
- Processes property in/out including managing petty cash.
- Processes handgun permits including maintenance of complete and accurate records.
- Maintains computer programs and properly codes reporting of police activities and enforcement actions; inputs and retrieves from relevant computer databases; compiles, verifies, and maintains/updates data elements on assigned files and records.
- Maintains records retention schedule in accordance with pertinent laws and relevant policies.
- Responds to routine requests for information from general public, law enforcement agencies, and attorneys; refers non-routine requests to Police Chief.
- Assists with responding to government data requests.
- Transcribes officers' reports and audio recorded statements and processes citations.
- Acts as liaison between Police Department and State of Minnesota.
- Perform other related duties as delegated by the supervisor.

## ADMINISTRATIVE ASSISTANT (POLICE DEPT.)

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal governmental organization and operations.
- Knowledge of applicable federal, state and local laws, ordinances and regulations; POST standards; City policies and procedures.
- Knowledge of principles, practices, and procedures used in law enforcement, police administration, judicial proceedings, and police and emergency dispatch.
- Knowledge of data privacy requirements.
- Ability to train, obtain and maintain certifications to use State of Minnesota applications as needed, such as, but not limited to PORTALS, e-CHARGING, e-CITATIONS, e-REPORTS, my-BCA, ASYST, and LETG.
- Ability to utilize computer software applications such as Microsoft Office and Microsoft Excel.
- Ability to handle confidential and sensitive information with appropriate degree of discretion.
- Ability to efficiently type and enter recorded data with accuracy.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to complete assignments in a timely, accurate, professional manner.
- Ability to perform multiple tasks at one time and ability to focus on the task at hand even during stressful and time-critical situations.
- Ability to communicate effectively both orally and in writing with the mayor, City Council, City employees, the media, law enforcement agencies, a variety of diverse individuals (e.g., offenders/suspects/witnesses/victims/mentally ill), and the general public.

*Machines, tools, and equipment used:* computer, multi-line phone system, typewriter, calculator, fax, copier, postage machine, transcription and other recording/AV equipment and various other office tools/equipment.

### MINIMUM TRAINING & EXPERIENCE

- High school diploma or equivalent is required.
- Two years of experience in administrative work with frequent public contact; experience in law enforcement, military, or governmental setting preferred.
- Must have a current Minnesota driver's license or the ability to obtain one.

### WORKING CONDITIONS

Works in typical office setting sitting for extended periods of time working at computer and desk. Uses fine motor skills and performs repetitive movements and some lifting/carrying of objects (up to 20-25 pounds) such as office supplies and files. Uses near vision, hearing, and sense of touch. May be exposed to infectious diseases, hazardous chemicals/substances, and violent behavior.

*The City of Caledonia does not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability in the admission or access to, or treatment or employment in, its services, programs, or activities.*

*An Equal Opportunity/Affirmative Action Employer*