



CITY OF WALHALLA POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT
(STARTING SALARY RANGE \$40,000 - \$45,000)

GENERAL PURPOSE

Performs responsible clerical, secretarial, administrative, and technical work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping; responsible for receiving and dispatching routine and emergency information by telephone and radio, and assisting in the administration of the standard operating policies and procedures of the dispatch center.

SUPERVISION RECEIVED

Direct supervision is received from the Police Chief.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the office operations of the department; develops and maintains all office forms and procedures, and performs administrative tasks involving personnel, budgeting, and facilities.

Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports. Schedules appointments; assist in travel arrangements and itineraries. Receives the public and answers questions; responds to inquiries from employees, citizens, and others, and refers (when necessary) to appropriate persons.

Responsible for the operation and updating of computer and peripherals, Central Square (Zuercher) Software, LawTrak software, and all data records databases in the computer performs back-up of computer records a minimum of three times a week; monitors computer output and operation for problems and rectifies when found.

Composes, types, and edits correspondence, reports, memorandum, and other material requiring judgment as to content, accuracy, and completeness.

Prepares and maintains employee time and other personnel records for the department.

Operates listed office machines as required.

Receives, stamps, and distributes incoming mail, processes outgoing mail; performs inventories and orders all office supplies.

Manage front lobby operations, including assisting citizens with inquiries and providing requested documents. Operate law enforcement radio communications to contact on-duty officers on behalf of the

public regarding reports, service needs, or other law-enforcement-related matters.

Maintains computerized log on radio communications, location of personnel and equipment, in the event of an emergency situation; maintains ongoing contact with the responding personnel and keeps them informed of all incoming pertinent information such as traffic lights out, street closings blocking, and keeps emergency personnel informed.

Responsible for monthly preparation and submission of report to SLED.

Responsible for order, inventory, and assignment of all ticket books (warning, and uniform traffic citation).

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers, word processing, and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;

Skill in operation of listed tools and equipment; Computer, Printers/Scanner, Phone system, and other technology required to communicate and dispatch law enforcement personnel.

Ability to effectively meet and deal with the public; ability to effectively verbally communicate with someone at heightened emotional level; ability to handle stressful and emergency situations;

Must be knowledgeable about police operations, the law enforcement protection system, and the geographical layout of the City.

EDUCATIONAL REQUIREMENT:

Completion of high school/GED Education may not be substituted for experience.

Related-experience required: 2 years of increasingly responsible related experience, or any equivalent combination of related education and experience. Experience may not be substituted for education.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications required for this position include:

Valid SC Driver's License
US Citizen

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to preform the essential

functions. Standing: 1/3 of the time or over; walking: 1/3 of the time or over; sitting: up to 2/3 of the time; using hands: 2/3 of the time or over; reaching with hands and arms: 2/3 of the time or over; stooping, kneeling, crouching: 1/3 of the time or over; talking, seeing, or hearing: 2/3 of the time or over; tasting: under 1/3 of the time; smelling: 2/3 of the time or over.

This position requires lifting:

Up to 10 pounds: 2/3 of the time or over; Up to 25 pounds: up to 2/3 of the time

Vision Requirements:

This position has the following special vision requirements:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet in the office setting to moderate in the field.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.