

CITY OF CHARLEVOIX

Title: Administrative Assistant

FLSA: Non-exempt

STATUS: Full-time, non-union

Department: Police and City Clerk's Office

Reports To: Police Chief and City Clerk

Date: October 5, 2015

Position Summary

This position is responsible for coordinating office activities for the City of Charlevoix Police Department and for providing administrative support to the Police Chief. This position will also assist the City Clerk's and City Manager's office.

Scope

Incumbent operates with considerable latitude for exercising good professional judgment. The individual deals with confidential and sensitive information and is required to undergo fingerprinting and a Federal background check. Required research and reporting has tight deadlines and legal ramifications to self and others. Duties are performed in an office environment; however, due to the nature of work, incumbent and others in the department may be at risk of bodily harm from hostile visitors, necessitating restricted-entry office and bullet-proof glass reception/walls. Concentration is sometimes interrupted by phone calls and by walk-ins at reception window.

Essential Job Functions

- Act as the City's terminal agency coordinator (TAC) for the national Law Enforcement Information Network (LEIN). Drawing upon specialized federal training and referring to the National Criminal Information Network (NCIN) code book, enters specified data (tickets, warrants, et al) into and extracts data (criminal histories, vehicular registration, etc.) from the system. Legally accountable for the timeliness of data entered and integrity of City data; for example, incumbent is required to validate the status of warrants within 24-48 hours. Coordinate work with the State Police, LEIN Field Services Section.
- Utilizing specialized State (system) training, report hire and termination data for law enforcement employees to maintain (302) funding from the Michigan Commission on Law Enforcement Standards (MCOLES).
- Utilizing WAVE and MS Office Suite, compose and/or transcribe handwritten and typed source documents (officer reports of police intervention, requests to issue warrants, meeting notes, departmental correspondence, etc.), into final products that require a high degree of accuracy. Copy and/or publish, and distribute documents as required.
- Responsible for logging in lost or found property.
- Perform research and analysis required for various recurring and/or adhoc reports. For example, compile information monthly for NCIN and represent, graph, and analyze data for internal reports (arrests, etc.) using MS Office (EXCEL).
- Assist the Chief in grant writing: gather information, monitor status, and establish internal departmental procedures upon award.
- Receive and screen possibly hostile/adversarial visitors, phone calls, and/or mail. Answer questions, drawing from knowledge of City and law enforcement policies and procedures, directing inquiries to appropriate internal or external sources as necessary. (While dispatch is performed by "911," may receive and expedite calls for help.)
- Schedule meetings for and at the direction of the Chief of Police. Maintain departmental event calendar, calling for appearance of the Chief or his designee.

- At the direction of the Police Chief, initiate the hiring process for seasonal employees. Also perform clerical and administrative aspects of application and selection for seasonal and other employees.
- Act as a departmental liaison with external (County, State, and Federal) agencies and internal (City Treasurer's and Human Resources', etc.) offices. For example, process ticket report and monies monthly through Treasurer's Office and run criminal background checks for HR as needed. Represent the City of Charlevoix to its public (visitors and residents).
- Maintain departmental files, including sensitive legal records, to ensure easy and quick access. Perform records management for Police Department.
- Maintain office supplies and departmental gear (non-ammunition), as authorized.
- Compile and/or coordinate Freedom of Information Act (FOIA) requests with responsible departments and maintain copies of responses.
- Provide assistance to the City Clerk's office with election related responsibilities, permanent records management and other duties/projects as assigned.
- Provide backup assistance to the City Manager Office if the Executive Assistant is not available for meeting packet preparation for City commissions and councils (e.g. Planning Commission, City Council, Zoning Board of Appeals, Historical Commission, etc.). May perform other City Manager office tasks as necessary.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or equivalent required. College degree and/or completion of relevant administrative, secretarial or law enforcement training program(s) preferred.
- Minimum of three years progressively responsible clerical, secretarial, and administrative experience or mix of education and experience required. Familiarity with law enforcement preferred.
- PC proficiency and fast, accurate keyboard skills. Experience using MS Office Suite (WORD, EXCEL, OUTLOOK, PUBLISHER).
- Honesty and the ability to pass a Federal background check, including fingerprinting and drug screening.
- Professional demeanor and strong oral and written communication skills. Ability to deflect hostility and to deal with difficult people.
- Able to maintain strict confidentiality.
- Mature judgment and the ability to think and act quickly.
- Ability to use discretion and objectivity when dealing with sensitive/confidential material.
- Able to multitask and to prioritize work.

Certification:

- Must be able to be certified by LEIN and MCOLES
- Able to obtain certification as notary desired.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council approved: 10/5/2015