

ADMINISTRATIVE ASSISTANT

PART-TIME

POLICE DEPARTMENT

The City of Sweeny is currently accepting applications for Administrative Assistant for the Police Department. This is a part-time position with no benefits. Must pass background review. Applications can be picked up at the Sweeny Police Department (123 N. Oak St.) or Sweeny City Hall (102 W. Ashley Wilson Rd.). Deadline for applications is noon on January 27, 2017. EEOC

JOB DESCRIPTION AND SPECIFICATION

TITLE: ADMINISTRATIVE ASSISTANT

DEPT: POLICE

HOURS: PART-TIME

GENERAL PURPOSE

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

MAIN JOB TASKS AND RESPONSIBILITIES

- Answer, screen and transfer inbound phone calls
- Receive and direct visitors and those citizens requiring police service
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule/coordinate meetings, appointments and travel arrangements for officers/supervisors
- Prepare agendas for meetings and prepare schedules
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Coordinate and maintain records for staff, telephones, parking and petty cash
- Work closely with other city departments and other criminal justice agencies

EDUCATION AND EXPERIENCE

- Computer skills and knowledge of relevant software
 - PC Operating System (Microsoft Windows 7 Professional and Windows 10)
 - Microsoft Office 365 Suite (Word, Excel, Outlook)
 - Internet Browser (Microsoft Edge, Google Chrome)
 - Adobe Acrobat Pro DC
- Knowledge of operation of standard office equipment
 - Windows PC Environment
 - Printers, copy machine, fax machine, scanner
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- High School Diploma or GED
- Prior experience in a law enforcement/criminal justice setting a plus, but not necessary (on-the-job training is provided)

KEY COMPETENCIES

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork
- Remain calm in stressful, tense and sometimes confrontational situations
- Keep private, confidential and sensitive information from disclosure

SUPERVISOR

The employee who meets the requirements will be under the direction of the Lieutenant.