

VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

EFFECTIVE DATE: November 24, 2010

DEPARTMENT: Police	WORK LOCATION: Police Station	FLSA STATUS: NE	
CLASS CODE: 2673	RANGE: 12	PENSION: IMRF	UNION: NU
REPORTS TO: Chief of Police	LEVEL OF SUPERVISION RECEIVED: Direct supervision of the Chief of Police		LICENSE/CERTIFICATES:

SUMMARY:

Performs routine and complex daily tasks necessary to maintain an efficient and smooth running office as Assistant to the Chief of Police. Ensures smooth handling and/or routing of all phone calls, correspondence, invoices, purchase orders, check requisitions, letters, memos, reports, etc. that are part of the daily functions of this office. Provides all necessary secretarial support to the Chief of Police up to and including drafting of letters, memos, reports, etc. for his signature and strive to ensure a smooth and efficient flow of work to and from the office of the Chief of Police.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Enters purchase orders, check requisitions, petty cash vouchers, invoices, etc. into Excel program in order to track all expenses for Police Department and ensure paperwork for all expenses is routed appropriately. Ensures accuracy in account balances for all Police Department accounts (approximately 300 accounts) by balancing Police Department accounting ledger with Finance's Pentamation printouts on a regular basis and track discrepancies if they occur.	Daily 50%

2.	Maintains Police Department personnel files, discipline files, salary cards, and all other files related to the daily functions of the office of Administrative Assistant to the Chief of Police. Keep police department personnel roster up to date with address, phone number, etc.	Daily 8%
3.	Screens and handles phone calls for requests of assistance or information from citizens, businesses, attorneys, other police departments, other department personnel and other Village personnel and routes phone calls to the appropriate individuals, whenever necessary, always keeping in mind the Village goal of providing prompt and courteous customer service to all contacts, whether internal or external.	Daily 12%
4.	Prepares letters, memos, reports, etc. for Chief's signature.	Daily 5%
5.	Maintain accurate salary records for all Police Department employees via a 'tickler' file of dates when raises are due for all police personnel and ensure Personnel Action Notices are done in a timely manner so that employees receive raises when they are due. Also included is the tracking and preparation of all necessary PAN's and PRF's for step increases, promotions, position transfers, account number changes, specialty pay additions or deletions, longevity pay, retirements, resignations, etc. for police department personnel.	Daily 7%
6.	Maintains petty cash account, distributes petty cash requests, balances account on a regular basis, and requests reimbursement, when necessary (approximately every 2-3 weeks).	Daily 5%
7.	Maintains an accurate filing system of all purchase orders, invoices, check requisitions, memos, letters, reports, etc., so that information can be easily and quickly accessed whenever necessary.	Daily
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Copies and/or distributes all necessary paperwork per Chief's request to Watch Commanders, sworn personnel, non-sworn personnel, etc., as directed by Chief of Police.
2.	Operates and ensures proper maintenance of all office equipment used on a regular basis, including PC, printer, typewriter, calculator, folding machine, and laminator.
3.	Maintain Excel budget spread sheet for F&P Commission to track their expenditures. Prepare and distribute agendas and minutes for Fire and Police Commission. Prepare check requisitions for registration of commissioners to conferences, etc. and ensure they receive all necessary information regarding conferences, etc.
4.	Compiles monthly report for Chief's signature and distributes.
5.	Balances Police Department expenditures against Finance's Pentamation printouts of all Police Department expenditures to ensure accuracy of account balances throughout the Fiscal Year.

6. Attends Police Department monthly staff meetings, takes minutes, and transcribes those minutes for appropriate distribution.
7. After preparation of annual budget expenses by Police Chief, Assistant Police Chief, Watch Commanders, Supervisors, etc., performs data entry in Finance's final budget sheet format.
8. Creates new Excel sheets for entry of all Police Department expenditures for each fiscal year (approximately 300 accounts).
9. Prepares letters of permission for Chief's signature for not-for-profit organizations requesting to solicit in Village.
10. Prepares Personnel Action Notices for salary increases, transfers, promotions, etc. for all personnel as they come due and calculates raises for non-sworn personnel.
11. Performs other duties, tasks and responsibilities as assigned.
12. Checks newspapers daily for articles pertaining to the department – copy and date for Chief and place copy in binder.
13. Prepares packets for Public Health & Safety Committee meetings when assigned in rotation.
14. Maintains DUI account – enters reimbursement amounts from court into ledger. Forwards monthly ledger balance to Chief and Asst. Chief.
15. Prepares credit card statements/billing/account info prior to forwarding to Finance.
16. Distributes suspension order to Fire & Police Commission members and file in discipline file.
17. Copy and distribute Letters of Reprimand and Employee Evaluations.
18. Prepares Specialty Pay chart for Finance as needed.
19. Tracking of due dates of all personnel evaluations (sworn and non-sworn). Sends out notices to appropriate supervisors on upcoming evaluations due. Advises Chief & Asst. Chief on status on a monthly basis.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- _____ Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

- A Plus
 Preferred
 Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Planning/Organizing – Prioritizes, plans, and completes daily ongoing work accurately in a timely manner without supervision. Able to use time efficiently to complete projects, tasks, letters, reports, etc. on a timely basis.

Communication Skills – (Interpersonal and Telephone) – Strong sense of business professionalism. Ability to interact courteously, confidently, and professionally with wide variety of individuals, including citizens, co-workers and government officials, not only from this Village, but officials (police chiefs, village managers, etc.) from other communities as well. Able to maintain confidentiality when required.

Language Proficiency – Ability to compose professional, error-free, grammatically correct letters, memos, reports, etc. for signature of Chief of Police.

Computers – Ability to use a computer to retrieve, prepare and store documents.

Typing – Ability to produce documents using a keyboard at a rate of 65 words per minute, corrected.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u> X </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



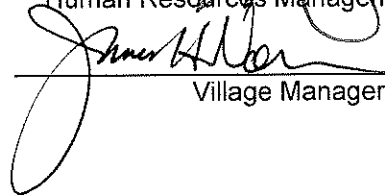
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 12/8/2010

Revision Date: _____