

**CITY OF STUART
JOB DESCRIPTION**

Title: DIVISION ASSISTANT

Department: Police

Job Code: 6045

Grade: H012

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under general supervision of the Support Services Commander, provides primary secretarial duties to the Detective Bureau and Support Services Commander, and secondary diversified clerical support to the Community Services Unit, Dispatch and records unit or functional area. Knowledge of the department and excellent keyboard skills are crucial to this position. Duties include a variety of tasks, including non-routine administrative matters and/or heavy public contact communication. Work is reviewed through conferences, observation of work in progress and written reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Composes, types and edits, including transcription, complex and confidential correspondence from various detectives for final presentation in compliance with established policies.
2. Coordinates and prepares divisional reports, to include clearance rates and cases assigned to detectives and officers.
3. Screens and routes documents and related materials requiring knowledge of organizational operations including personnel assignments and work status.
4. Maintains and retrieves case assignments and general filing systems of all correspondence, forms, cards, records and related divisional documents.
5. Independently screens and responds to telephone inquiries; responds to citizen inquiries, and directs to appropriate personnel or department, works with all levels of staff,

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- agencies, citizens, and vendors providing professional assistance.
6. Operates office and standard departmental equipment including but not limited to computers, transcription devices, photocopier, shredder, printer, calculator, facsimile machine, typewriter, microfiche, pager or intercom system, and postage meter.
 7. Maintains contact with field personnel regarding their schedules, office activities and deadlines.
 8. Generates statistics and summarize information for standard reports selecting data from varied sources.
 9. Maintains office inventory.
 10. Assists with payroll preparation and maintains absence/vacation reports as required.
 11. Responds (as required) to prepare legal documentation, including search warrants.
 12. Assumes Executive Secretary duties, as required, during the absence of the Executive Secretary.

NOTE: The examples of essential functions as listed in this classification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by two (2) years of responsible secretarial experience with computer experience including working knowledge of city government or an equivalent combination of professional training and experience.

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B. Knowledge, Abilities and Skills:

Knowledge of business English, arithmetic and modern office terminology, methods, practices and procedures.

Knowledge of organization and operation of City government.

Knowledge of departmental and municipal rules, regulations, policies and procedures.

Ability to understand, follow and communicate complex oral and written instructions and information.

Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Ability to make accurate arithmetic calculations and prepare reports.

Ability to establish and maintain records of a confidential nature.

Ability to make decisions within scope of authority and supervisor clerical subordinates.

Skill in the operation of modern office equipment.

Skilled in Uniform Crime Reporting.

C. PHYSICAL REQUIREMENTS:

Task involves some physical effort with frequent standing, walking and some bending, stooping, stretching, squatting with moderate lifting (30 pounds); or standard dexterity in the use of finger, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. ENVIRONMENTAL REQUIREMENTS:

Task is regularly performed without exposure to adverse environmental conditions. Position may require working in confined office space.

E. SENSORY REQUIREMENTS:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee