

## **JOB NOTICE**

The City of Port St. Joe (pop. 3,567) is accepting applications for the following positions:

### **Police Department Administrative Assistant**

Salary is based on experience.

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website [www.cityofportstjoe.com](http://www.cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261, Selection 7. These positions will close on September 30, 2021. The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer, and a Drug Free Workplace.

# CITY OF PORT ST. JOE

## *Job Description*

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### ADMINISTRATIVE ASSISTANT

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**DEPARTMENT:** Police

**REPORTS TO:** Chief of Police, Deputy Chief, and Patrol Supervisor

#### **GENERAL DESCRIPTION**

Under the general supervision of the Chief of Police, the Administrative Assistant performs a variety of complex, responsible and confidential administrative duties requiring a thorough knowledge of organizational procedures and precedents. This position is also expected to perform other department related work as required. This position requires the ability to work independently and as a team player.

#### **ESSENTIAL JOB FUNCTIONS**

1. Prepares and numbers correspondences and memos for dissemination and fills Public Records requests.
2. Prepares the court board, which consists of (A) citations, (B) Dept. of Juvenile Justice, (C) documents for the SAO and Clerk's Office, (D) documents for Domestic Violence office, and (E) documents for the Bureau of Administrative Reviews/Driver Improvement Board.
3. Operates the Department Records Management Computer to assure records accuracy and completes annual training to stay current with records Law.
4. Prepares and accepts monies for crash reports from citizens, insurance companies, and attorneys; as well as forwards all crash reports to the Department of Transportation.
5. Works with FDLE for audits and examinations.
6. Files all case files, court documents, and correspondences. Also maintains electronic filing of cases and office records as well as logs information from citations and traffic crashes into dispatch system/database.
7. Opens and disseminates daily mail.
8. Works as liaison with the officers and supervisors upon request as well as assists officers with essential office related tasks.
9. Prepares and maintains all correspondences for the Chief and other administrative tasks.
10. Takes minutes at departmental meetings.
11. Accepts, signs for, and disseminates subpoenas.
12. Prepares time sheets.
13. Always tries to think of ways to minimize the workload and increase customer service.
14. Creates and maintains forms in PDF format for department use.
15. Maintains and purchases office supplies.
16. Works with other Departments within the City as needed for a variety of task.
17. Maintain specified FDLE training in relation to Criminal Justice Information.
18. Experience and knowledge in FCIC/NCIC.

(The essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

## **MINIMUM QUALIFICATIONS**

### **PERFORMANCE OF ESSENTIAL JOB FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

High School diploma or equivalency. Ability to type efficiently. Experienced in the use of Windows and Microsoft Office applications such as Word and Excel, as well as Adobe Acrobat for creation of PDF files and forms. Proficient in spelling/grammar and compilation of correspondences and reports. Experience with FCIC Agency Coordinator, Local Agency Security Officer, and NEXTEST.

### **LANGUAGE SKILLS**

Ability to speak effectively to insure proper information dissemination. Ability to comprehend and carry out oral and written instructions, policies, and procedures. Ability to communicate effectively and tactfully with persons from all levels of society, using good enunciation and a clear speaking voice. Good listening skills.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

## **ESSENTIAL PHYSICAL SKILLS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to comprehend and carry out oral and written instructions, policies, and procedures. The employee frequently is required to stand, walk, sit, use hands to finger/handle/feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.