

CITY OF PARIS JOB DESCRIPTION

Position: Office Administrator Specialist II

Reports to: Chief

Department: 121 Police

FLSA Status: Non-Exempt/Hourly

Core Schedule: M-F 8:00a-5:00p

Supervisory: No Reports

PURPOSE:

Under general direction, performs secretarial work for the Police Department; supervises clerical personnel assigned to department; performs related duties as required.

Serves as administrative assistant and/or office manager for the Police Department. Transcribe reports and other materials. Reviews and collects information from various sources; compiles and prepares reports for department. Ensures accuracy and timeliness of all required departmental information including open records request. Assists in compiling and recording required records.

ADMINISTRATIVE FUNCTIONS:

- Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Both in person and using excellent telephone etiquette.
- Serves as administrative assistant and /or office manager for the Police Department.
- Types Correspondence from rough draft and personally composes routine replies. Receives and processes incoming mail. Transcribe reports and other materials. Reviews and collects information from various sources; compiles and prepares reports for department.
- Answers open records request and is records custodian for police department open records files.
- Maintains appointment calendar for Chief and community event calendar for the department.
- Maintains training records and assists in scheduling individual officers training.
- Assist with budget management and tracking expenses for the department.
- Requisitions supplies; maintains department inventory system.
- Maintains strict confidentiality with information going in and out of the Chief's office. May perform other related duties as assigned by the Chief.
- May serve as receptionist for department, directing visitors, answering telephones or assuming the role of those supervised when needed.
- Other duties as assigned.

Qualifications:

- Associates degree in public administration, office management, or a related field, or the equivalent combination of education and experience to perform the duties of the position.
- Thorough knowledge of practices, procedures, systems, ordinances, and policies of Police Department. Thorough knowledge of business English, spelling, arithmetic, punctuation, grammar, and filing.
- Working knowledge of general office practices and procedures. Demonstrating analytical and technical computer skills using government systems, and proficiency in the use of a personal computer and related software packages, including specific knowledge of Excel, and Word.
- Strong oral / written communication skills.
- Ability to meet deadlines, prioritize work, and be flexible in work assignments.
- Ability to establish and maintain working relationships with co-workers, supervisors, and other City personnel and the public.

TOOLS:

- Personal Computer, adding machine, scanner, copier, telephone system, fax, internet

PHYSICAL DEMANDS:

- Employee is frequently required to sit and talk or hear. Occasionally the job will require some walking, and the ability to lift or move up to 25lbs.