

**TOWN OF DILLON
ADMINISTRATIVE ASSISTANT**

REPORTS TO: Chief of Police or Sergeant

Job Overview:

Performs a variety of routine and complex clerical and administrative work in keeping official records, providing administrative support to the police staff and assisting in the administration of the standard operating policies and procedures of the police department.

Duties and Responsibilities:

Performs routine clerical and administrative work in answering phones, providing customer assistance, data processing, and some bookkeeping including Accounts Payable processing.

Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Processes and inputs data to standard office and department forms; makes simple postings to various reports such as annual reports, incident reports and crime reports.

Updates department website.

Acts as department CBI Coordinator and maintains compliance with the State.

Submits all IBRS to the State in a timely manner.

Produces and compiles tabulated data in a Monthly Statistics Report for the Chief.

Acts as custodian of departmental documents and records. Control records using moderate independent judgment and according to State Statute/CORA standards.

Maintains inventories and orders office supplies and materials, maintains departmental personnel records.

Schedules appointments, and performs other administrative and clerical duties.

Acts as Evidence Custodian and distributes body cam to DA and appropriate agencies.

Tracks all department training to maintain compliance for POST and CIRSA standards.

Obtains Master Records Certification with ALERT SAM.

Department liaison with Human Resources.

Processes and submits all necessary reports to the DAs officer via eDiscovery, the DMV/State of Colorado and to the Municipal Court.

Helps manage and track department grants.

Complies with annual school reporting needs.

Assists Administration Department as needed.

Other duties as assigned

Work Environment/Physical Activities:

The work environment characteristics described here are representative of those an 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 quiet.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Reach shelves above head level.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

Qualifications:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting and bookkeeping, and (B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of listed tools and equipment.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related and physical tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.