

Administrative Assistant

General Statement of Duties:

Under the general supervision of Chief of Police, this position is responsible for executing a wide variety of clerical duties and public contact work for the Village of Monticello. This position provides clerical support to the Chief of Police, Police personnel and Village Clerk/Treasurer. This position performs extensive clerical and keyboarding tasks, computer related tasks, and provides information to the public.

Distinguishing Features of the Position

The Administrative Assistant performs a variety of keyboarding, accounting, bookkeeping, and clerical tasks and assists in the maintenance of police records. The work is performed under the direction of the Chief of Police and Village Clerk/Treasurer. This person must:

- Possess the ability to maintain confidentiality of confidential information.
- Maintain confidentiality of official Village/Police business and confidential records and files.
- Disclose confidential information only by direction of the Chief of Police or the Chief's superiors or designees.
- Maintain loyalty, confidence, and trust of superiors.

Examples of Work (illustrative only):

Clerical Support:

- Transcribes police reports, case cards, and/or any other correspondence from cassette tapes.
- Transcribes dictation for material described herein on personal computer or word processor.
- Transcribes shorthand notes. Interprets, analyzes, organizes, and prioritizes work effectively and efficiently.
- Types lists, labels, memorandums, correspondence, news releases, police reports, transcriptions, forms, department brochures and manuals, grants, annual budget requests, charts, graphs, tables, administrative and department policies, meeting agendas and minutes, resolutions, ordinances, invoices, manuscripts, department studies, research papers, monthly reports, annual reports, notices, etc.

- Edits, checks, proofreads, sorts, assembles, copies, files, processes & forwards any documents as required or directed. This includes timely referrals via US Mail & Fax to other agencies (District Attorney, Public Defender, Human Services, State of Wisconsin, Review Examiner, Village Attorney, Probation & Parole, Insurance Companies, Attorneys, Monticello Police Department files, etc.,)
- Enters police information and data into the Spillman Records System as directed.
- Establishes and maintains comprehensive and organized filing record system related to: police records, reports, case log, citations, tickets, parking tickets, dogs, bicycles, sex offenders, probation registrations, towed vehicles, etc.
- Files reports, records, forms and similar material as mentioned herein according by case number, subject order, alphabetically, numerically, or according to other predetermined classification.
- Maintains accurate records and files for easy accessibility for department members.
- Retrieves data/information from computer system as requested.
- Re-boot and backup on computer system when emergency arise.
- In Village Clerk/Treasurer's absence shall work in Clerk's office performing the following activities:
 - Greet and assist customers entering the clerk's office.
 - Answering phone calls and assisting callers.
 - Receive utility payments and miscellaneous fees and issue receipts.
 - Distribute refuse stickers and collect fees.
 - Collects mail and distributes to correct department.
 - Distributes forms when requested.
 - Inform Sexton of upcoming burials.
 - Data entry, filing, other duties as may be requested by Clerk/Treasurer.

Communication:

- Receives visitors in kind, courteous, and professional manner.
- Answers all incoming calls, administrative & otherwise. Documents all calls by written messages, and relays messages, referrals, etc. of calls to appropriate persons in timely manner.
- Communicates as necessary with officers with all available means in timely manner.
- Monitors officers' activity on Green County Channels.
- Provides department information in accordance with established policy & procedures.

Miscellaneous:

- Prepares written replies to correspondence without dictation in accordance with established procedures; responds to inquiries which do not require the supervisor's attention.
- Prepares or assists in the preparation of reports including but not limited to: department, committee, county, regional, state or federally required reports.
- Collects and records data of department personnel and activities as prescribed by Chief of police.
- Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested by Chief of Police.
- Receives, sorts and promptly distributes department incoming and outgoing mail, messages, etc.
- Maintains inventories and orders office supplies and materials. Maintains file of receipts, warranties, instructions, and associated or supporting documentation.
- Accepts monies and payments, issues receipts,
- Assist in the preparation of records requests.
- Assists court officer upon request including subpoena preparation, contact witnesses, victims, etc. Notifies officers and witnesses of any scheduled and cancelled subpoenas, court dates, hearings, etc.
- Other office related/clerical duties as required or assigned by Chief of Police or his/her designee.

Job standards (acceptable experience, training and education):

- Minimum of two years of office and secretarial experience required.
- High school diploma or equivalent required.
- Thorough knowledge and understanding of department policies, procedures, and practices required.
- Ability to provide/disseminate department information in accordance with established policies, practices, & procedures.
- Knowledge of business English, spelling, grammar, and punctuation required.
- Word processing experience required (prefer Microsoft "Word," & Microsoft "Excel.")

- Ability to efficiently operate various office equipment, including computer terminal and printer, Dictaphone, photocopy machine, MDT, Laptop, and calculator.
- Ability to effectively and efficiently schedule and organize work.
- Strong ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Ability to establish and maintain effective working relationships with Village elected, hired, and/or appointed officials, Village staff, department heads/department supervisors, professionals, co-workers, Village council and committee members, outside governmental agencies, business representatives, vendors and general public.
- Ability to effectively communicate in verbal and written form.
- Ability to properly screen, record, and refer visitors and incoming telephone calls.
- Ability to efficiently compile, assemble, and distribute packets of information.
- Ability to conduct and compile research and special project information.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, law enforcement software including TRACS, Spillman Workflow, etc., telephone, key calculator, copy machine, fax machine, optical scanner, vacuum, and all other equipment required to perform the duties and responsibilities of this position.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position. While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

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 may be moderately noisy. Hours of work: up to 1,000 hours annually between the hours of 7:30 am to 4:00 pm, Mon - Fri. Must be flexible on hours due to work load and required to fill in hours in the absence of the Clerk.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required. Background and drug testing 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 position description for the Part Time Administrative Assistant 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. No individual Village official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees.

This document is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.