



JOB DESCRIPTION

TITLE:	Executive Assistant
DEPARTMENT:	Police
GRADE:	13
FLSA:	Non Exempt
EEO DESIGNATION:	Administrative Support
REVISION DATE:	12/8/2015

POSITION SUMMARY

The position performs a variety of complex and confidential secretarial duties in the Police Department. The position supports the office of the Chief of Police and reports directly to that position.

ESSENTIAL FUNCTIONS:

- Provides administrative support to the Chief and various public safety staff including the Deputy Police Chief and other department units.
- Answers telephone, routes calls, processes messages, schedules appointments, directs citizens to proper divisions, takes citizen requests, gives out general information and sorts and distributes office correspondence.
- Prepares police and city documents and materials for the Police Chief. Ability to independently prepare routine correspondence and replies.
- Assists with the preparation and tracking of the Police Department budget.
- Responsible for accounts payable and invoicing of items which are the responsibility of the Police Department.
- Records time and assists with payroll preparation for various police employees.
- Establishes and/or maintains complex filing systems, control records and indexes including departmental personnel and internal affairs files.
- Prepares agendas, attends and distributes minutes for management staff meetings.
- Schedules appointments, makes reservations, and arranges conferences and meetings.
- May handle various, specially assigned administrative activities as designated by the Chief including facilitating projects, programs, research, or report preparation.
- Works closely with police department staff on other special events such as Draper Days and National Night Out Against Crime.
- Coordinates and manages the annual Sub-for-Santa Program.
- Maintains police inter-local agreements.
- Attend City Council meetings as requested by the Chief of Police for special presentations and events.
- Assists in grant writing for funding and equipment. Manages grant expenditures and submits quarterly and final reports. Maintains grant records and handles audits.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Two years of post high school specialized training or an Associate degree, plus two (2) years of experience performing above or related administrative support duties; six months of which is directly



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related to word processing functions. Ability to type 60 words per minute. Previous experience as a Police Department Secretary or similar position is desirable.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of modern office practices and procedures; thorough knowledge of grammar, spelling and punctuation.
2. Skill in transcribing dictation and operating word processing equipment at the rate of 60 wpm; skill in operation of other office equipment typical to an office setting. Skill in organizing and maintaining filing systems.
3. Exercise initiative, independent judgment and to act resourcefully under varying conditions.
4. Ability to use Computer Aided Dispatch and Records Management Software , Microsoft Office Suite and be proficient in Word, Excel, Outlook and Power Point.
5. Communicate effectively, verbally and in writing. Independently prepare routine correspondence.
6. Possess exceptional interpersonal skills and project a professional appearance and demeanor with the public.
7. Use correct English usage, spelling, vocabulary, clerical and general office practices, procedures and equipment.
8. Read and understand complex documents and route to responsible respondents. Ability to maintain effective working relationships with supervisors, fellow employees, general public and municipal officials.
9. Working knowledge of municipal government and operation of Police Departments.
10. Establish and maintain comprehensive records and files.
11. Hold a current Utah Drivers License.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. Works with computers and other electronic tools in accomplishing tasks. Occasionally lift or otherwise move objects weighing up to 25 pounds; drives a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.