



# Administrative Assistant to the Police Chief

Class Code:  
11701

Bargaining Unit: Non-union

CITY OF YAKIMA  
Established Date: Jan 1, 1978  
Revision Date: Dec 1, 2010

## SALARY RANGE

\$23.68 - \$28.74 Hourly  
\$4,104.53 - \$4,981.60 Monthly

### MINIMUM CLASS REQUIREMENTS:

High school diploma or equivalent and three years of progressively responsible secretarial experience and some administrative support or office management experience. Any combination of experience and education which provides the applicant with the desired knowledge, abilities and skills required to perform the job will be considered. Ability to type 50 wpm is required.

### JOB SUMMARY:

Under limited supervision works independently within established procedures, performs a variety of responsible secretarial accounting and administrative tasks within the Police Department. Applies considerable independent judgment and discretion in making decisions, resolving unusual problems, interpreting extensive guidelines, regulations and policies, dealing with the public and working on special reports and projects.

### ESSENTIAL FUNCTIONS:

Organizes and coordinates office functions, activities and communications; assures efficient work flow and office operations; serves as Administrative Assistant to the Chief of Police, relieving the Chief of a variety of administrative and technical duties; answers and screens phone calls, relays messages or redirects callers, provides answers when possible; maintains the daily appointment calendar for the Chief of Police; schedules meetings and conferences; takes and transcribes dictation manually for an assortment of documents; composes and prepares correspondence and letters on a variety of routine and specialized matters; prepares Council agenda items and background materials; maintains the department's administrative filing system; coordinates travel and training plans; prepares and maintains confidential personnel files, evaluation files and other confidential matters.

Resolves any complaints possible by utilizing working knowledge of the operations of the department to resolve the problems or directs the complaints to the appropriate staff; processes administrative details not requiring immediate attention by the Chief; serves as liaison between the Chief of Police and the public, management and other City employees.

Composes and prepares news releases on department activities. Coordinates press conference arrangements, including contacting appropriate media.

Coordinates, develops and monitors department budget in accordance with established parameters; performs cost analysis, trend analysis and projections; prepares expenditure and revenue narratives, composes justifications, budget analysis, summaries, account balance and related budget documents. Attends budget meetings with the City Manager and assists the Chief with budget presentations to Council members. Monitors budget expenditures; maintains accurate

current budget records; prepares worksheets reflecting estimated expenses for the current year as well as anticipated expenses for the coming year.

Prepares and coordinates all major purchases, including all capital outlay purchases for the department; obtains quotes, monitors and reviews all purchases for conformance with policies or procedures; processes payments for all expenditures made; orders equipment, supplies, and other items for the department. Maintains files of all disbursement requests and purchase orders.

Responsible for supervision of centralized timekeeping for the entire department which includes:

- Maintenance of a master file and a file for time tickets for each employee;
- Recording time on a master card for each employee;
- Auditing records for accuracy as to time taken off (comp time, vacation time, court time, etc.); prepare necessary reports and follow-up action;
- Obtaining court slips and recording court time earned from both District Court and Superior Court; posting a court time status notice quarterly;
- Coordinating contractual considerations with the various labor groups within the department into timekeeping tasks;
- Receiving and distributing monthly payroll checks; resolving questions from employees regarding payroll.

Researches and prepares a variety of statistical, financial and narrative reports and documents; supervises, coordinates and reviews sick leave accrual, military leave, disability and accident reports for the department; ensures compliance with policies and procedures; maintains state requirements; OSHA documentation, compliance and posting/reporting requirements. Initiates and prepares both service and medical retirement documentation. Monitors court time accrual and submits payment documentation; prepares and submits documentation for payment of clothing allowances. Monitors various contract agreements with other local agencies and/or businesses to ensure compliance and renewal. Receives and documents court-directed restitution payments from Yakima Municipal Court.

Assists the Chief of Police with the coordination of hiring department personnel including: assisting in administration of physical agility exams and prepares letters of notification to applicants; processes all newly hired personnel for the department; ensures that Personnel Action Forms and other documentation is completed and properly submitted. Indoctrinates new employees regarding insurance, benefits, bargaining units and deferred compensation; assists employees with insurance questions and claims.

Provides staff support to police management and administrative assistance to City personnel and City Council by answering questions, preparing reports, agenda statements, correspondence and other materials as appropriate.

Acts as supervisor and trains Department Assistants; assigns work, resolves operational problems and reviews the work.

Develops new and improves upon programs, systems and procedures as a result of new policies or directives or routine research and analysis; assists with implementation after securing approval.

Performs detailed work assignments; coordinates projects; researches information and completes routine and special reports; maintains confidentiality of information. Undertakes a variety of special projects as assigned. Performs as a committee or designated representative at meetings which may entail taking and transcribing minutes, presenting information, and follow-up reporting; acts as liaison with various City departments.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of: police and city-wide programs, operations, policies and procedures, terminology and related regulations; office organization and administration, practices, procedures and equipment; research techniques and data compilation; project planning and development, budget preparation and control; health benefit programs; correct grammar, letter composition, spelling, punctuation and mathematical skills; filing and records systems; good human relations practices and public relations techniques.

Ability to: perform complex secretarial and administrative assistant duties; evaluate and recommend improvements in operations, systems, and methods; organize and work independently; produce and maintain accurate records and reports; compose correspondence; conduct research studies including collection organization, analysis and development of recommendations; prepare written analysis, recommendations and reports; make appropriate decisions; establish and maintain effective and courteous relationships with the public, city officials and employees; operate standard office equipment such as typewriter, word processor, adding machine and computer; take and transcribe shorthand accurately as desired; communicate effectively, both orally and in writing; prioritize workload to meet production needs; read, interpret, apply and explain codes, rules, regulations, policies and procedures; work confidentially, with discretion; prepare, monitor and control assigned budgets.

**PHYSICAL DEMANDS:**

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**UNUSUAL WORKING CONDITIONS:**

Work with the public, some of whom may be irate, upset or disturbed. Frequent extension of work day to meet deadlines.

**LICENSES, REGISTRATION & CERTIFICATES:**

Notary Public license. Must possess and maintain a valid Washington State Driver's License.