

CITY OF TOPPENISH

Class Specification

Position Title: Assistant to the Police Chief

Department: Police

Reports To: Police Chief

FLSA Status: Exempt

2021 Salary: *\$4,496 to \$6,025

Union Status: Teamsters

Effective Date: November 29, 2021

*2022 Salary: \$4,598 to \$6,162

General Summary

This is an administrative and supervisory position for developing, implementing, and administering the Police Department Records Division. The person occupying this position supervises the subordinate positions in the Division. The position performs a variety of highly responsible, complex, and confidential administrative duties requiring knowledge of the Police Department and City procedures and policies, and provides information and assistance to City personnel, agencies, and the general public.

Essential Functions/Major Responsibilities

- Provide administrative and bookkeeping support to the Police Chief.
- Compose, type, edit and proof correspondence, documents, reports, memoranda, legal documents, contracts, and minutes or materials.
- Screen incoming calls, mail, and visitors providing general and specialized information regarding Police Department or City services and resolve problems or complaints within the scope of authority.
- Maintain excellent public relations through communication with the public, other departments, and agencies.
- Develop office forms, procedures, records and filing systems.
- Process contracted jail services invoice for payment, verifying inmates booked and housed.
- Prepare and process department invoices and petty cash requests.
- Track department leave requests and review timesheets; ensure timely submission to Payroll.
- Provide information and assistance in the development of the department budget.
- Track, research, and compile expenditure information.
- Establish and maintain detailed department records, utilizing computerized and manual recordkeeping systems to assure accurate and reliable records and reports, some of which may be subject to audit/review.
- Enter and compile data from a variety of sources and prepare reports as directed which may involve statistical calculations and tabulations.
- Enter data and generate reports for management information and review.
- Maintain a follow-up system on reports or actions that are required on a periodic and routine basis.

- Coordinate or participate in the coordination of various inter-departmental and public matters such as coordinating schedules, facilitating, and scheduling meetings, providing notification and documentation.
- Maintain calendars and schedule appointments for Police Chief.
- Arrange local or out-of-town reservations for conference, transportation, and lodging.
- Assist Police Chief in preparation of materials for City Council presentations, including requesting information from other departments and agencies; ensure timely submission of agenda items to and coordination with City Clerk.
- Assist in the administration of projects and facilitate meetings.
- Ensure project documentation and archives are complete and accurate, and kept in compliance with State laws. Interface with auditors from multiple State agencies.
- If necessary, attend meetings after normal business hours.
- Perform other related duties as assigned.

Working Conditions

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 equipment, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating computers. Occasional heavy work includes lifting and carrying boxes and supplies up to 25 pounds. 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 maintain long-term and short-term memory. Works with the public, some of whom may be irate, upset, or disturbed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Job Skills

Thorough knowledge of secretarial and administrative practices and office procedures. Thorough knowledge of business English, composition, spelling grammar, punctuation, and letter format. Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook), Adobe Pro, and experience in using budget/finance-related software. Ability to prepare complex reports and documents. Working knowledge of Police Department operations, services, and policies. Working knowledge of basic bookkeeping procedures. Possess strong leadership and interpersonal skills and have the ability for mentoring and teamwork. Must maintain regular attendance and punctuality. Must demonstrate the ability to work independently and prioritize tasks to meet deadlines while maintaining accuracy and attention to detail. Must be able to attend and participate in training and conferences. Ability to demonstrate a high level of confidentiality. Must be able to establish rapport and work with department staff, city personnel, outside agencies, the general public, and groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to learn, apply, and explain in detail the City and departmental policies and procedures.

Working knowledge of automated office systems and equipment. Must satisfactorily complete a pre-employment criminal check before a final employment offer can be extended.

Education and/or Experience

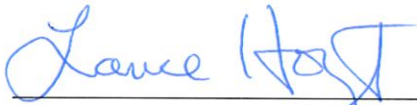
Five years of advanced administrative support and college level course work in business, administration, or related field required; or a combination of education, experience and training that provides the knowledge, skills, and abilities required to perform the essential functions of the position. Two years supervisory experience. Experience working in a law enforcement agency preferred.

Licenses, Certificates, and Other Requirements

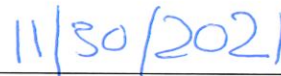
Valid Washington State Driver's License.

ACCESS Level 2

APPROVED:

A handwritten signature in blue ink that reads "Lance Hoyt". The signature is written in a cursive, flowing style.

Lance Hoyt, City Manager

A handwritten date in blue ink that reads "11/30/2021". The date is written in a clear, legible style.

Date