



City of Mason
Job Description

Administrative Assistant to Chief of Police

Department:	Police Department
Supervised By:	Chief of Police
Supervises:	None
Bargaining Unit:	None
FLSA:	Exempt
Status:	Part-time

General Summary:

Under the general supervision of the Chief of Police, acts as Administrative Assistant to the Chief of Police; and performs related work as required, including administrative support to Code Enforcement and department supervisors.

City of Mason:

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, prepares, composes and edits, assembles, types, and distributes a variety of correspondence, documents, reports, memoranda, drafts, and other, often highly confidential materials requiring judgment as to content, accuracy, and completeness. Reviews finished materials for completeness, accuracy, format, and appropriate language usage.
2. Receives and processes FOIA requests during unavailability of Staff Operations Coordinator.
3. Operates a variety of office equipment.
4. Serves as custodian of administrative records; establishes, maintains and updates a complete filing and retrieval system for internal administrative documents.
5. Acquires and maintains proficiencies and required certification(s) for accessing State and Federal criminal records data centers.
6. Provides customer service to the public and responds to requests from other departments, entities, and agencies making appropriate requests.
7. Prepares payroll and maintains confidential department records.
8. Takes and transcribes minutes for various meetings.
9. Performs other related work as directed by the Chief of Police.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma from an accredited high school. Successful completion of a minimum two years, or sixty hours, college credit from an accredited college or university, including or supplemented by training in typing, word processing and other clerical duties or an equivalent combination of education and experience.
- Experience in general office procedures, typing, data processing and related clerical tasks. Knowledge of social media and electronic messaging is preferred.
- Ability to perform a variety of administrative and clerical duties requiring independent judgment and excellent organizational skills.
- Be able to exercise control and act quickly in emergencies, and work effectively with the public and other employees.
- Possess an above average working knowledge of grammar, spelling and punctuation.
- Ability to learn and become proficient in updated electronic medium and communications, and software applications used in the Department.
- Ability to communicate effectively, both orally and in writing, present a positive attitude and professional image, and communicate clearly with anyone making contact with the department and/or the office of the chief of police.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk and/or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

(The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.)

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