

**City of San Rafael  
Job Class Specification**

## **Job Title: Administrative Assistant to the Police Chief**

### **SUMMARY**

Under direction of the Police Chief, performs varied, complex and confidential secretarial and office administrative assistance.

### **CLASSIFICATION CHARACTERISTICS:**

Administrative Assistants to designated Department heads are distinguished from Administrative Assistant IIIs by providing administrative support to the Department Heads of the City's largest and most complex departments. Assignments at this level involve a higher degree of complexity, greater administrative responsibility, and increased initiative and independent judgment. Thorough knowledge of department policy and procedure obtained by several years of department specific experience is required as well as the ability to relate well to the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Receives and screens visitors and telephone calls, providing information requiring the interpretation of policies and procedures.
- Takes messages or refers the caller to the appropriate person.
- Researches and compiles a variety of informational materials.
- Opens, sorts, and screens mail and attaches pertinent back up materials.
- Types a wide variety of drafts and finished documents, including confidential materials from taped dictation, brief instructions, or written materials.
- Takes or transcribe stenographic dictation as needed.
- Operates work processing equipment and may input or retrieve data from an on-line computer system.
- Initiates correspondence independently for signature by the department head.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various departmental files and records.
- Follows up on projects, transmits information and keeps informed of department activities.
- Schedules meetings and appointments and arranges for facilities and supplies.
- Oversees and coordinates preparation, approval, compilation, reproduction and distribution of various documents and reports.
- Assists in gathering data, preparing and monitoring the annual departmental budget.
- Monitors and orders office supplies and furnishings, issues and maintains petty cash.
- Performs a variety of administrative tasks specific to the needs of the Police department.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Standard office administration and secretarial practices and procedures
- Business letter writing and English grammar, spelling and punctuation
- Operation of common office equipment
- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Basic business data processing principles and the use of word processing equipment

**ABILITY TO:**

- Provide varied complex administrative assistance to Police Chief.
- Use initiative and independent judgment within established guidelines.
- Establish and maintain effective working relationships with others.
- Research and compile a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Maintain accurate records and files.
- Typing at a rate of 65 net words per minute from printed copy.
- Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.
- Take dictation by hand or stenographic machine at a rate required by department.

**EDUCATION and/or EXPERIENCE:**

A typical way of gaining the knowledge, skill and ability outlined in the job class specification is: Equivalent to graduation from high school and five (5) years responsible secretarial or office administrative experience. Business or secretarial school training, and course work is desirable.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid CA drivers' license preferred.

**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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and 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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status: Non-exempt  
Prepared By: Nash and Company  
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