

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2013 - 044

POSITION: POLICE DEPARTMENT EXECUTIVE ASSISTANT
DEPARTMENT: POLICE
STATUS: EXEMPT
REPORTS TO: POLICE CHIEF OR DESIGNEE
SHIFT: REGULAR – 40 HOURS PER WEEK
SALARY: MINIMUM \$29,723 – MAXIMUM \$51,542

GENERAL DESCRIPTION:

Under limited supervision serves as an administrative and clerical assistant for the Chief of Police by taking the initiative and/or following up on routine and special administrative assignments to support the Chief of Police and the Department. Performs a variety of administrative and clerical support work for the Chief of Police; organizes and maintains files and records, provides follow up on pending issues/concerns; composes and types routine letters and special correspondence, handles correspondence and memos dealing with employee issues and departmental expenditures; takes charge of special projects initiated by the Chief of Police; schedules appointments and meetings for the Chief of Police.

Compiles a variety of data for administrative and operational/budgetary reports including tracking of expenses and payment submittal for all billing; formats and compiles materials for special meetings; performs office support tasks including copying, faxing, filing and updating manuals; answers questions and provides information regarding police operations, policies, and procedures; coordinates travel requirements including air, hotel and car arrangements.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned

1. Compiles a variety of data for administrative and operational/budgetary reports including tracking of expenses and payment submittal for all billing.
2. Formats and compiles materials for special meetings.
3. Performs office support tasks including copying, faxing, filing and updating manuals.
4. Answers questions and provides information regarding police operations, policies and procedures.
5. Coordinates travel requirements including air, hotel and car arrangements.
6. Collects, reviews and submits time sheets for calculating payroll including vacation, compensation and sick leave.
7. Processes all purchasing requests for the Department complying with City directives and State purchasing laws.
8. Maintains and performs necessary correspondence for all Police Department personnel and training files including internal affairs and citizen complaint files.
9. Maintains all grants, intergovernmental agreements and Memorandums of Understanding.
10. Schedule testing for police officer and other applicants for employment. Submit paperwork to appropriate State agencies to obtain and continue certifications of employees, including DPS files.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned

1. High school diploma or GED required.
2. Must comply with the Dept. of Homeland Security requirements for employment and be at least 18 years of age, with no felony convictions.

3. Bachelor's degree in Business Administration or Public Administration or related field preferred.
4. Knowledge of basic grammar, spelling, and mathematics, and basic secretarial reference materials and resources.
5. General office management principals and procedures.
6. City and department policies and procedures, practices and codes.
7. Able to type 40 words per minute.
8. Work on projects independently.
9. Communicate using speaking, hearing and visual skills.
10. Establish and maintain effective working relationships with employees and the public.

WORK SCHEDULE:

The regular work week is Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour off for lunch. Additional time may be required after regular hours. Schedule to be established by supervisor.

DEADLINE TO SUBMIT APPLICATION: by 5:00 pm, Monday, August 19, 2013.

The City of Portales is an E.O.E. Application available at City Hall or on-line at www.portalesnm.gov.