

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Police
WORK SCHEDULE: Monday thru Friday 8:00 AM – 2:00 PM and/or 10:00 AM – 04:00 PM

JOB CATEGORY: COMOT II (Computer, Office Machine Operation, Technician)

DATE WRITTEN: May 2019 **STATUS:** Part time

DATE REVISED: May 2021 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant for the Michigan City Police Department, responsible for performing clerical duties in maintaining police department records.

DUTIES:

Answers telephone and greets office visitors, providing customer service, responding to inquiries, providing information and assistance, taking messages, and/or directing callers to appropriate individual.

Maintains postal equipment, including applying postage, and delivering mail and packages to post office and shipping of FedEx packages.

Process daily mail.

Conducts criminal records searches, and compiles and processes criminal histories.

Processes gun permits, receipts payments, and maintains files.

Collects fines and fees issuing receipts for traffic and parking violations, and processing and submitting periodic traffic reports as required.

Enters and accesses computer data, including case reports, supplements, arrest reports, accident reports, impounds, moving and warning tickets. Issues receipts for V.I.N. inspections, including verifying title and valid driving license.

Makes bank deposits and records receipts for Controller's Office.

Processes expungements, files documents, and generates copies for department as required.

Issues dog licenses issuing receipts for fines as needed.

police/Administrative Assistant (b)

Compiles case information and records for subpoenas, other government agencies, such as FBI and CPS, Housing Authorities, and IDACS.

Periodically works extended hours, and travels out of town for training, but not overnight.

Performs Notary Public services, as requested.

Performs duties of other staff in their absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, and one to three months related experience and/or training, or equivalent combination of education and experience.

Possession of or ability to obtain and maintain required certification/training including Notary Public Certification.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documents, and written reports.

Knowledge of standard filing systems and ability to create and maintain department files.

Knowledge of standard office software and equipment such as database, internet, and word processing software, computer, calculator, fax machine, postage meter, telephone, and copier.

Ability to effectively communicate with co-workers, other city/county agencies, other law enforcement agencies, military personnel, ARIES employees, Insurance Companies, Towing Agencies, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present finding in oral or written form.

Ability to compute and perform arithmetic operations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to file, post, and mail materials, copy data from one document to another, keep record of purchases and office supplies inventory.

Ability to periodically work extended hours, and travel out of town for training, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent is responsible for performing prescribed and standard tasks and operations on a regular and recurring basis according to established practices and procedures of the department. Incumbent has minimal flexibility in the job. Work is reviewed primarily for compliance with department policy. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could result in loss of money to the department, and or inconvenience to other employees within the department or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city/county agencies, other law enforcement agencies, military personnel, ARIES employees, Insurance Companies, Towing Agencies, and members of the public, for purposes of exchanging information and rendering service.

Incumbent reports directly to Supervisor of Records Division.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a service window involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing under 50 pounds, keyboarding, bending, reaching, crouching, kneeling, handling/grasping/fingering objects, close and far vision, color and depth perception, peripheral vision, hearing/communication, speaking clearly, and driving. Incumbent may be exposed to violent/irate customers at service window.

Incumbent periodically works extended hours, and travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant II for the Michigan City Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlines?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name