JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Police</td>
</tr>
<tr>
<td>Location</td>
<td>Public Safety Building</td>
</tr>
<tr>
<td>Reports To</td>
<td>Police Chief</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Protective Service Workers</td>
</tr>
<tr>
<td>Pay Group</td>
<td>22</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$45,011 - $65,250</td>
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GENERAL JOB DESCRIPTION

To perform administrative duties for the Police Department. Maintains records, completes open records (within guidelines of city policy and state law), files records, and manages all aspects of record keeping. Maintains budget and monthly accounting and reporting. Acts as the department administrator for the Texas best practices program, ensures agency is following best practices standards. Maintains evidence room in accordance with department policy and adheres to state law and best practices for all destructions. Coordinates community events for the Police Department. Provides information to the public and community on crime prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates in as well as coordinates community events, neighborhood watch meetings, and crime prevention meetings.

Participates in as well as coordinates, city-sponsored community events (i.e., Town Hall meetings, movies in the park, the fall festival, after school programs, summer programs).

Plans and coordinates National Night Out, including ordering approved supplies and coordinating with vendors.

Participates in and assists with the citizen police academy.

Maintains complete and accurate logs, files, records and reports on all departmental activities, police recognition files and police personnel files in accordance with State law.

Acts as the department records clerk, to ensure open records are fulfilled in accordance with State law and city policy.

Maintains police department accounts payable and receivable files.
Perform a wide variety of routine, complex, and confidential administrative duties for a wide variety of police staff.

Act as the department program administrator for police accreditation.

Participates and assists with the citizen police academy.

Coordinates with administrative staff and maintains compliance with recognition program.

Manages the Sex Offender database.

Coordinates background checks on sworn and civilian employment applications.

Performs evidence and property intake, including unique identifiers, bar codes and storage locations.

Tags and secures each item and places in the proper property room and shelf according to storage category and preservation requirements.

Retrieves evidence from the property room for attorneys, laboratory personnel, police officers and other authorized personnel.

Performs annual inventory and periodic audits of the evidence room.

Prepares court orders for evidence that is to be destroyed, auctioned, or returned.

Provides the public with general and/or explanatory information, answers questions and resolves problems.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

**LICENSES & CERTIFICATES**

Possession of valid driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Police Department policies, procedures, rules regulations and unit functions.

Occupational hazards and standard safety precautions.

Office procedures, methods and equipment including computers and applicable software applications.

Customer service principles and techniques.

English usage, spelling, grammar, and punctuation.
Skill in:

Dealing effectively with diverse groups.

Using departmental computer system(s) to enter and retrieve information.

Interpersonal relations; conflict resolution.

Ability to:

Prepare clear and concise police reports.

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Respond to requests and inquiries from the public.

Maintain a calm and professional demeanor.

Participate in the high level of customer service to internal and external customers.

Operate office equipment including computers and supporting word processing software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.