

**CITY OF OWOSSO
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT

Supervised By: Director of Public Safety

Position Summary:

Under the supervision of the Director of Public Safety, provides administrative and clerical assistance in the areas of record retention and release, public inquiries and department personnel. The work also involves maintaining associated computer files and reviewing the files to ensure accurate and reliable data.

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. Provides general administrative support to the Department of Public Safety. Types, files, screens calls, processes parking tickets and performs other related clerical duties. Prepares documents, makes copies, and operates standard office machines and equipment. Submits warrants and completes other related tasks as assigned.
2. Receives, screens, and directs telephone calls and visitors. Responds to non-emergency phone calls, takes messages, and forwards emergency or complex matters to the appropriate department or government agency.
3. Performs specialized work in processing and maintaining employee training records.
4. Accepts found property, department property or other related items from department members or vendors. Retain felony videos, burn to CD or put on flash drive when necessary.
5. Balances the department's cash drawer. Prepares payment information to be transferred to City Hall for processing.
6. Provides general administrative and clerical support for the department. Types, files, scans, and performs data entry. Assembles data and processes various reports, including statistical reports, crime reports, and verify and update sex offender's information. Completes other related tasks as assigned.
7. Prepares payroll for fire department personnel by comparing timecards to daily log and submits to Payroll/HR Specialist for processing.
8. Maintains and updates the internal log of employee contact information, equipment, and secondary employment forms. Assists in maintaining department training records.

9. Enters data, creates and maintains spreadsheets, and prepares standard reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.
10. Processes pistol permit applications, gun registration forms, peddler permit applications and pawn shop sales forms.
11. Processes bicycle and golf cart registrations.
12. Processes Traffic Control Order applications and submits to City Council for review.
13. Schedules tours of police and fire departments.
14. Processes department Freedom of Information Act requests, including redaction of police reports, body camera videos and photos.
15. Schedules and assists with auctions conducted by City staff.
16. Assists Office Manager as needed with property/evidence management tasks.
17. Performs other duties as assigned.

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.

- A high school diploma or equivalent is required. Additional college or vocational training in business administration, bookkeeping, or related field is preferred.
- Two years of increasingly more responsible clerical, administrative, secretarial or office administration experience is required.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of general office operations and administrative and clerical procedures and practices.
- Knowledge of City services, organizational structure, and departmental operations to effectively direct and assist the department.
- Ability to remember and use policies and procedures, criminal laws and ordinances that apply to the position and interpret those policies and procedures relative to booking evidence. Must be able to remember supervisor's instructions and follow through on assignments.

- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining and updating records and related systems, assembling and analyzing data, and generating accurate reports.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to type, enter data, and prepare reports with speed and attention to detail.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Able to work additional hours as needed.

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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.