

City of Mascoutah: Police Executive Assistant

JOB DESCRIPTION

Title: Police Executive Assistant
Department: Police
Reports to: Chief of Police
Status: Full-Time
Supervision Duties: N/A

QUALIFICATIONS:

- Knowledge of accepted local government principles and practices, business/government correspondence formats and filing/record systems.
- Knowledge of police department policy and functions.
- Knowledge of telecommunication policies, procedures, and the ability to perform telecommunication techniques and operate telecommunication equipment.
- Knowledge of administration policies, procedures and practices as necessary to the position.
- Must be proficient in the use of computers, office equipment, related software and department equipment/tools.
- Customer service skilled including phone and verbal skills in dealing with the public.
- Capable of handling stress and pressure.
- Multi-task oriented.
- Ability to be objective, make decisions without outside influences.
- Successful completion of a thorough background investigation, including no felony convictions or misdemeanor convictions concerning issues of ethics or moral turpitude.
- Ability in handling confidential information while adhering to laws concerning non-disclosure of confidential or legally protected information.
- Ability to read and comprehend City Ordinances and State Statutes.
- Acknowledgement and responsible for adhering to all applicable policies of the Mascoutah Police Department's Lexipol Policy Manual.
- Adhere to City's Drug and Alcohol Use Policy.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Two years related work experience.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Assist the Chief of Police with document preparation, research, communications and projects as needed.
- Record and track citizen and other complaints, resolve complaint if able to do so or delegate to proper officer or other department for resolution.
- Act as staff support for various projects and events.
- Process and distribute mail.
- Handle walk-in complaints and direct public to officers on-duty for assistance.

- Assist police department administrative staff and police officers by providing administrative assistance as assigned by the Chief of Police.
- Assist Chief of Police with budget document preparation.
- Record and process crime stats and prepare monthly/yearly reports.
- Review and post updates to the City's website and Police Department Facebook page.
- Answer/make phone calls, emails and other communication for the Chief of Police and administrative staff.
- Process mailings to citizens, property owners, businesses, etc.
- Assist in the planning of City sponsored events and other events such as (July 4th, Homecoming, National Night-Out etc.).
- Perform records keeping function for all police reports and department related documents.
- Perform duties as Police Department FOIA Officer.
- Various other duties as assigned by the Chief of Police.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Drivers License.

PHYSICAL DEMANDS:

- Requires ability to climb and reach minimally.
- Requires ability to lift from floor to overhead storage up to twenty-five pounds (supplies).
- Requires ability to reach shelving up to eight feet with use of step ladder.
- Requires ability to stretch and move body joints in the process of bending, stopping, kneeling or reaching without assistance from another.
- Ability to sit continuously; stand, walk, squat, bend, hear, reach and grasp occasionally.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations.
- Employee is not exposed to any adverse environmental conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.