**ADMINISTRATIVE ASSISTANT TO THE POLICE DEPARTMENT**

**POSITION SUMMARY**

Under general supervision of the Chief of Police, performs a variety of responsible administrative, technical and secretarial duties in support of the Police Chief and the Police department. Applicant must exercises initiative, judgment, and tact in responding to and dealing with other law enforcement agencies, members of the community and public officials; and performs related duties as required.

**ESSENTIAL FUNCTIONS STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

* Perform administrative, technical and secretarial functions for the Chief of Police and department staff.
* Independently exercise good judgment and consistently demonstrate a thorough knowledge of police department and state mandated operations, policies and procedures.
* Respond to phone, mail, E-mail and in-person inquiries and requests from citizens and public/private entries that may entail knowledge of specialized subject matter or the preparation of reports or records.
* Tabulate a variety of data for state mandated incident reporting, projects, and may consolidate such data into report form for submittal.
* Schedule appointments, maintain court notices, meetings and conferences and make travel and training arrangements for officers.
* Maintain supplies for use by all departmental staff.
* Use a personal computer and the full range of office computer programs including, but not limited to, Windows, Internet browsers, Records Management Systems, word processing, spreadsheet, video presentation software and mapping software.
* Provide effective written and oral communication to staff and the public.
* Operate a variety of office equipment including computers, calculators, printers, fax machine, copier, and recording devices.
* Maintain City of Monticello website and other information sources such as Local Access and Digital Sign.
* Create or design notifications, advertisements or announcements at the request of the public for display on Local Access channel or Digital Sign.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING:**

* Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying.
* Two (2) years’ experience in administrative and secretarial work. Additional qualifying education may be substituted for years of the desired experience (Two-Year degree in business administration or equivalent degree preferred).
* Minimum High School Diploma or GED.
* Have a background free of any Serious Misdemeanor and above convictions and with a demonstrated personal history of being able to live within the law.
* Ability to successfully pass a background investigation.
* Ability to use good judgment and clear thinking during stressful situations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

* Contemporary office and administrative processes, procedures and systems.
* English usage, vocabulary, spelling, grammar and punctuation.
* Records management, filing systems.
* Current personal computer and software applications.
* Research methodologies and resources, statistical analysis, including Internet and report writing.
* Professional public communication skills.

Ability to:

* Prepare and organize data for professional reports and/or presentations using various research sources and modern software applications.
* Conduct data collection and analysis.
* Compute, interpret and compile statistics and other information.
* Learn, retain and apply City of Monticello/ Police policies and procedures correctly and consistently as it applies to both Police Department function and various other functions as assigned.
* Communicate effectively orally and in writing.
* Plan, organize and self-direct daily work assignments.
* Adapt to shifting priorities and changing organizational work plans.
* Maintain confidentiality and exercise sound judgment.
* Conduct work in a safe manner in accordance with established practice.
* Organize work, set priorities and meet established deadlines.
* Effectively respond to stressful situations.
* Establish and maintain effective working relations with others.
* Exercise tact and diplomacy.
* Work effectively as a team member.
* Embrace the organizational values.
* Work with moderate direction and supervision.
* Perform related duties as required.
* Each of these essential tasks must be performed individually.

**WORK ENVIRONMENT AND HOURS**

This position required to work indoors in an office environment at the Monticello Emergency Response Center located at 201 East South Street in Monticello. The current position will be forty hours (40) per week; five (5) days a week Monday – Friday with the infrequent opportunity for overtime through direction by the Chief of Police.

These employment specifications are intended to present a descriptive list of the range of typical duties performed by an administrative assistant for the Monticello Police Department. These specifications are not intended to reflect all duties performed within the job, and may vary at the direction of the Chief of Police.

**SALARY AND BENEFITS**

This position will be compensated at an hourly rate with the base rate starting at $15.00/hr, but will vary depending on qualifications. Compensation will be bi-weekly.

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| **CURRENT INSURANCE RATES** | | | | | | | | | | | | | |  |
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|  | **HEALTH (includes prescription drug card) Wellmark Blue Cross Blue Shield** | | |  | | | | | | | | | |  |
|  |  | Single | $ 426.88 | |  |  | |  | |  | |  |  |  |
|  |  | Employee & Spouse | $ 874.26 | |  |  | |  | |  | |  |  |  |
|  |  | Employee & Children | $ 808.09 | |  |  | |  | |  | |  |  |  |
|  |  | Family | $ 1,310.10 | |  |  | |  | |  | |  |  |  |
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|  | \* Deductible: $3,000 per individual and $6,000 per family per calendar year. | | | | | | | | |  | |  |  |  |
|  | \* Maximum out-of-pocket expense: $6,000 per individual and 12,000 per family per calendar year. | | | | | | | | | | | |  |  |
|  | \* Office visits: $25 copayment. | |  | |  |  |  | | |  | |  |  |  |
|  | \* Hospital services : 80% of allowed charge after deductible is met. | | | | | |  | | |  | |  |  |  |
|  | \* Prescription drug card: $8/$35/$50 with a $100/$200 deductible | | | | | |  | | |  | |  |  |  |
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|  | **These figures are based on services performed within the network. Out-of-Network services** | | | | | | | | | | | | |  |
|  | **rendered result in a higher deductible and co-payment. The City self funds $2,500/$5,000 of** | | | | | | | | | | | | |  |
|  | **the deductible, so the employee portion is $500/$1,000. Per the Union and Police Agreements** | | | | | | | | | | | | |  |
|  | **and Policy Manual, office visits are to be a $20 (in-network) copayment. The City will fund the** | | | | | | | | | | | | |  |
|  | **difference in the copay.** | |  | |  |  |  | | |  | |  |  |  |
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|  | **Per the Union and Police Agreements, the City agrees that they will reimburse the employees** | | | | | | | | | | | | |  |
|  | **the amount over $5 for a Tier I (generic) drug purchase, as well as the deductible.** | | | | | | | | | | | |  |  |
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|  |  | **DENTAL Blue Dental** | | |  |  |  | |  | |
|  |  | Single | $ 36.22 | |  |  |  | | |  | |  |  |  |
|  |  | Employee & Spouse | $ 73.68 | |  |  |  | | |  | |  |  |  |
|  |  | Employee & Children | $ 70.60 | |  |  |  | | |  | |  |  |  |
|  |  | Family | $ 123.17 | |  |  |  | | |  | |  |  |  |
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|  | \* $25 per member annual deductible. | |  | |  |  |  | | |  | |  |  |  |
|  | \* $2,000 maximum benefit per member per calendar year. | | | | |  |  | | |  | |  |  |  |
|  | \* $1,000 lifetime maximum for orthodontics for dependents under 19. | | | | | | | | |  | |  |  |  |
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|  | **Per the Union and Police Agreements, dental shall be covered at 100% for preventative care,** | | | | | | | | | | | | |  |
|  | **80% for routine and restorative dental work and 50% for orthodontic (under 19) and major dental** | | | | | | | | | | | | | |
|  | **work. The City will reimburse employees for items not covered at these percentages, if an** | | | | | | | | | | | | |  |
|  | **"Explanation of Benefits" is submitted.** | | | |  |  |  | | |  | |  |  |  |
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|  |  | **VISION Delta Dental Vision** | | |  |  |  | | | | |  |  |  |
|  |  | Single | $ 7.10 | |  |  |  | | |  | |  |  |  |
|  |  | Employee & Spouse | $ 13.50 | |  |  |  | | |  | |  |  |  |
|  |  | Employee & Children | $ 15.28 | |  |  |  | | |  | |  |  |  |
|  |  | Family | $ 20.20 | |  |  |  | | |  | |  |  |  |
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|  | \* Exam co-pay $10, materials co-pay varies, materials benefit $150 every 12 months for exam and contact. | | | | | | | | | | | | |  |
|  | lenses, every 24 months for frames. | |  | |  |  |  | | |  | |  |  |  |
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|  | The City of Monticello pays 100% of the single health, dental and vision premium. If an employee desires | | | | | | | | | | | | |  |
|  | coverage for his/her spouse and/or children, the employee must pay the difference through payroll deductions. | | | | | | | | | | | | |  |
|  | In addition, the City will contribute $70 per month towards employee/spouse, employee/children or family health. | | | | | | | | | | | | |  |
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|  | The City also pays 100% of the cost for short-term disability insurance, as well as provide an employee life | | | | | | | | | | | | |  |
|  | insurance benefit of $20,000. | |  | |  |  |  | | |  | |  |  |  |
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|  | Health, vision and dental insurance are effective the first day of the month following the month of hire. Disability | | | | | | | | | | | | |  |
|  | and life insurance are effective the first day following three months of employment. | | | | | | | | | | |  |  |  |
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|  | Cancer insurance and AFLAC policies are available and premiums can be deducted through payroll; however, | | | | | | | | | | | | |  |
|  | the City does not contribute towards the cost. | | | |  |  |  | | |  | |  |  |  |
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|  | **Procedures and prescriptions not covered by insurance will not be self-funded by the City.** | | | | | | | | | | | | |  |
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|  | **These rates are subject to change by the insurance carriers.** | | | | | |  | | |  | |  |  |  |
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