



## **DEPARTMENT OF PUBLIC SAFETY / DIVISION OF POLICE** **ADMINISTRATIVE ASSISTANT**

### **General Description**

Performs difficult skilled clerical and responsible administrative work for a municipal executive; does related work as required. Work is performed under general supervision of the Director of Public Safety / Chief of Police

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, walking, lifting, grasping, and repetitive motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Essential Job Functions**

- Serving as receptionist; providing information;
- Preparing, maintaining and receiving records and files;
- Compiling data; attending meetings and recording minutes; preparing reports; supervising subordinates.
- Handles requests for information from citizens; prepares correspondence as directed;
- Handles confidential data and other sensitive information;
- Performs general secretarial duties;
- Maintains daily calendar of appointments for Director of Public Safety/ Chief of Police;
- Assists with the preparation of Division budget; maintains Division financial reports;
- Prepares all Division purchase orders;
- Processes inter Division charges for service;
- Prepares time sheets and keeps leave records;
- Compiles monthly statistics for Law Enforcement;
- Maintains all official records relating to job Responsibilities;
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Basic knowledge of the functions and organization of a municipal government

- Basic knowledge of standard office procedures, practices and equipment
- Thorough knowledge of business-English, spelling and grammar.
- Ability to establish and maintain effective working relationships with city officials, Division staff and the general public
- Ability to work independently
- Skill in the operation of standard office and data entry equipment
- Must pass background check and drug screening

### **Education and Experience**

Any combination of education and experience equivalent to graduation from high school and extensive administrative assistance experience.

### **Application Process**

Interested applicants are requested to complete a City employment application which can be found at [www.covington.va.us](http://www.covington.va.us) under “City Government” and then “Employment”. In addition to the basic application, candidates are requested to complete a information waiver and resume. Applications are to be sent via email to [csmith@covington.va.us](mailto:csmith@covington.va.us) or via mail to Chief Christopher Smith Covington Division of Police, 333 W. Locust Street, Covington, VA 24426.

Applications will be accepted until the position is filled. The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.