

<b>Job Class Code: 0163</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

### GENERAL DESCRIPTION

The purpose of the job classification (class) is to provide complex administrative support. The job class is responsible for performing organizational, administrative, and data system functions in addition to complex clerical office tasks for the assigned area of responsibility. The job class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

### **TYPICAL TASKS**

- Interacts with other departments, clients/customers, and the public by telephone or in person; provides information, resolves complaints, directs individuals to appropriate personnel, and/or takes and relays messages.
- Reviews the content of all personnel incidents, to ensure completeness of documentation. Contacts staff to obtain missing documentation/information. Locates related information such as video files, audio files, CAD notes, and police reports. Links/uploads digital records into the appropriate software systems.
- Distributes internal affairs investigation cases to the appropriate unit detectives or command/precinct supervisor, as appropriate.
- Coordinates and attends meetings between the Police Department, Human Resources, Risk Management and the City Attorney's Office. Prepares presentation material for these events.
- Schedules and attends monthly Accident Review Board (ARB) meetings with command staff and prepares associated documents for review. Creates summaries of the ARB findings and drafts appropriate correspondence.
- Coordinates and assists with review board activities, completion of audits, and other special projects as directed by supervisor. Tracks and responds to Freedom of Information Act requests.
- Maintains departmental budget for area of responsibility; assists with preparation of budget and administration of expenditures; performs grant tracking.
- Compiles data and prepares routine and specialized forms, summaries, charts, and reports; maintains records and files for personnel and other areas of responsibility. Performs routine and specialized office procedures such as data entry, copying, processing mail, and typing documents and/or correspondence.
- Maintains supply inventory and processes requisitions and purchase orders; researches and processes accounts payable and/or accounts receivable; interacts with vendors and contractors.
- Coordinates and maintains sites, databases and programs; prepares and distributes informational literature; assists software program users with technical support and access issues.
- Prepares, tracks, and records Officer disciplinary action letters. Notifies immediate supervisors of employee disciplinary history for inclusion in annual evaluations. Creates and compiles detailed and comprehensive reference materials for Grievance Panels.
- Serves as system administrator for employee evaluation and professional standards software. Coordinates the yearly departmental evaluation program by distributing evaluation process information to personnel, addressing inquiries regarding evaluation procedures, and ensuring completeness of documentation.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures; frequently solves problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions that affect coworkers and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in business, office administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of two years of related full-time equivalent administrative support experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and driving record in compliance with City Driving Standards. Must attain VCIN/NCIC Level B Certification within 3 months of employment. Notary preferred.
<b>Special Requirement(s)</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a job class description and not an individualized position description. A job class defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe, and does not necessarily list, the essential functions for a given position in a job class.*