

## **TOWN OF LADY LAKE JOB DESCRIPTION**

**JOB TITLE:** STAFF ASSISTANT (Police Department)

**PAY GRADE:** 313 HC0/01

**DEPARTMENT:** POLICE

**CLASSIFICATION:** NON EXEMPT      **STATUS:** PART-TIME

**DIRECT REPORT:** ADMINISTRATIVE SERVICES BUREAU CAPTAIN

**GENERAL DESCRIPTION:**

Clerical and administrative support work in the Police Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs duties of a staff assistant nature.
2. Assists personnel in the Records, Investigations and Administrative divisions as needed to include complying with Public records requests.
3. Assists in the coordination and preparation of the Accreditation process.
4. Assists in the coordination, preparation, and documentation of departmental training.
5. Answers the telephone; operates office machines such as calculator, fax, copier, postage meter, and other general office machines with accuracy.
6. Accesses, inputs and retrieves information from a computer and assists in the preparation of documents.
7. Assists in the preparation and maintenance of department records and supplies.
8. Works effectively with the public, department heads, officials, personnel and visitors.
9. Uses word processing and computer equipment to type correspondence, memoranda, reports, records, orders and other documents.
10. Sorts departmental mail.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business English, spelling and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of Computer-Microsoft application.
- Skill in the operation of a PC, keyboard and typewriter.
- Ability to learn Department's policies and procedures.
- Ability to establish and maintain effective working relationships with the public.
- Ability to establish and maintain effective working relationships with employees.
- Ability to access input and retrieve information from a computer.
- Ability to communicate effectively.
- Ability to analyze administrative problems and to make sound recommendations.
- Ability to learn assigned investigative tasks readily and to adhere to prescribed practices.
- Ability to meet and deal courteously with the general public as well as colleagues.

### **EDUCATION AND EXPERIENCE**

- High School Diploma or General Education Degree (GED) equivalency.
- Must have at least 2 years general clerical experience

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License.
- Ability to obtain Public Notary Certification.

### **ESSENTIAL PHYSICAL SKILLS:**

- Ability to type accurately.
- Ability to enter data utilizing a computer
- Ability to access filing cabinets for filing and retrieval of documents.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate with individuals in person and telephonically

### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for qualified individuals with a disability.)