



WAYLAND POLICE DEPARTMENT

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Job Description – Department Secretary/Administrative Assistant

The Wayland Police Department Secretary/Administrative Assistant reports to the Chief of Police. If assigned to assist at City Hall, the secretary/administrative assistant will report to the City Manager or designee.

Position Description

The department secretary/administrative assistant provides administrative and clerical assistance in support of the records management function of the Wayland Police Department. This position also provide services to the public, maintains a variety of police records and databases, and also provide support for the department's budget, operations, and function. Position will also provide administrative support to Wayland City Hall on a regular basis.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Respond to public inquiries and service requests, telephone calls, and walk-in visitors to the Wayland Police Department and/or Wayland City Hall. Answer questions regarding department procedures, transfers or redirects calls requiring further assistance, takes messages for department personnel.
2. Processes and provides information to other entities, such as the court system, prosecutor's office, and federal and state agencies. Prepares and processes case dispositions for the prosecutor's office.
3. Receives emergency and non-emergency calls for service not directed through the 911 system. May dispatch department police officers using the base radio system in accordance with established policies and procedures.
4. Maintains strict confidentiality of information disclosed during the functions of the job when employed by the department, according to establish policies and procedures.
5. May type and prepare police reports. Maintains a comprehensive filing system of confidential Police Department records.



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6. Registers sex offenders in accordance with state law.
7. Processes and preparers Freedom Of Information Act requests according to the law.
8. Processes and issues pistol purchase permits according to state law.
9. Receives and distributes incoming mail, processes outgoing mail, runs errands, and performs other office related tasks.
10. Receives and processes payments for utility bills, taxes, and other monies paid to the City.
11. Provides clerical and account keeping support for utility operations including preparation, billing and mailing of utility charges, data entry of water meter readings, adjustments to bills, and documenting requests for service.
12. Prepares and processes utility billings and receivables for monthly reporting. Identifies and follows procedures for final bills, non-payment and shut-off notices.
13. Provides clerical and account keeping support for utility operations including preparation, billing and mailing of utility charges, data entry of water meter readings, adjustments to bills, and documenting requests for service.
14. Reconciles cash drawer and prepares bank deposit slips daily.
15. Provides administrative assistance to the City Manager, Deputy City Manager/Finance Director and other departments as necessary. Prepares and types letters, and other correspondence. Enters data into a variety of databases and ensures accuracy of entries. Assists with maintaining files and records, both manual and automated. Prepares and submits various reports.
16. Performs all related work as required and requested.

Required knowledge, skills, abilities, and minimum qualifications

Requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position.

- A high school diploma or equivalent.
- The ability to acquire LEIN certification.
- Knowledge of general municipal services and operations.



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- A thorough knowledge of modern office procedures and practices, and skill in application.
- Skill in operation of standard office equipment including phones, computers, and related word processing, spreadsheets, and database applications and type and enter data rapidly and accurately. The ability to assemble data and prepare accurate records and reports.
- Sound knowledge of the laws, regulations, and policies governing Police Department functions.
- The ability to establish effective working relationships, using good judgment, initiative, and resources when dealing with the public and other agencies as well as city employees.
- The ability to understand and follow complex oral and written instructions. The ability to effectively communicate and present ideas and concepts orally and in writing.
- The ability to work effectively under stress, emergency situations, and changes in work priorities.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of general municipal services and operations.
- Skill in the operation of BS&A software as well as Microsoft Word, Excel, PowerPoint, Access, Publisher and other related Microsoft Office Applications.
- Skill in establishing and maintaining effective working relationships with other employees and the general public.