



208 Jarvis Street | Suite A | Ridgeway, WI 53582

Iowa County, Wisconsin

**Job Title:** Village of Ridgeway Marshal's Office Administrative Assistant

**Job Type:** Limited Term Employee December 31, 2023

**Pay:** \$22.00 per hour

**Schedule:** Flexible, up to 8 hours per week

**License/Certification:** Previous Criminal Justice Assistance (preferred)

**Work Location:** Ridgeway Community Center, Ridgeway, Wisconsin

### **JOB SUMMARY**

This position is responsible for performing a routine to moderately challenging administrative support activities, which contribute to efficient office operations requiring an understanding of department and Village programs and procedures and municipal code and state statutes. The position involves varied communication work, including utilizing the police radio and telephone. The Police Clerk will perform clerical and record keeping work. The work requires the ability to transcribe dictation along with good proofreading skills. Considerable judgment is required in establishing or adapting work procedures to new situations. Confidential materials may be handled in this position. This position is responsible for maintaining and updating department files, entry of data into the records management software, transcribing taped interviews, narratives, and reports from officers, assisting the general public as necessary, handling requests/telephone inquiries from the public, other agencies, and department personnel, quality control, and assisting other clerical staff. Work is performed under the general supervision of the Village of Ridgeway Marshal.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

- Perform various clerical functions to accomplish work routines, including filing, posting, and logging information to manual or automated records, processing mail, photocopying, scanning, and faxing documents.
- Data entry of arrests, incidents, etc., into the computer system.
- Maintained police records following established procedures, including filing, scanning, updating reports, etc.
- Transcribe officers' taped interviews, narratives, and reports, makes copies for filing purposes, and ensure that copies are available to department personnel and outside agencies, as necessary.
- Type correspondence for department employees, such as letters, memorandums, and notices.

- Operation and care of various pieces of departmental equipment, including, but not limited to, computer equipment, copy machines, etc.
- Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Perform special projects and other duties, tasks, and responsibilities as assigned.

### **SUPERVISION RECEIVED AND/OR EXERCISED**

Works under close supervision of the Village of Ridgeway Marshal. However, performs recurring job duties independently. Some opportunities to vary work steps and decide on appropriate procedures, guidelines, and methods to apply exists. Supervised less closely during execution, but results are still reviewed. Has prior related work experience but is broadening knowledge base while gaining a complete understanding of associated policies, procedures, codes, and statutes. Employees prioritize their work, manage their time effectively, and respond to some questions independently.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

- High school diploma or equivalent.
- Additional post-secondary vocational/technical coursework in general office practices.
- Any Previous Criminal Justice Experience (preferred)
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience, provides the requisite knowledge, skills, and abilities for the position.

#### Skills

- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Analyze data and information using established criteria to determine consequences and identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Communicate orally and in writing with Village personnel, department personnel, and the general public.
- Effective operation of departmental equipment includes phone systems, office equipment, files, computer workstations, printers, optical scanners, software applications, copy machines, FAX machines, etc.
- Working knowledge of modern office practices and procedures, strong knowledge of Microsoft Office Suite.
- Ability to deal with the public, other law enforcement officers, outside agency representatives, etc., effectively, fairly, and professionally.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.

### **SELECTION GUIDELINES**

Formal application, education and experience rating, oral interview, reference check, and job-related tests may be required.

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.