

City of Watertown Position Description

Position Title	Administrative Assistant II
Department	Police Department
Division	
Pay Grade	G
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Chief of Police
Direct Reports	None
Last Updated	01/17/2025

Job Summary

The Administrative Assistant II is responsible for performing general and specific administrative and operational support functions which require a range of skills and a knowledge of organizational policies and procedures. The Administrative Assistant II works with minimal supervision and often, but not always, serves as a resource or lead worker for other office staff.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

Administrative Work:

- Point of contact for the department. Maintain communication with department personnel and the general public.
 - Assist the public via telephone, email and/or in person, regarding inquiries on matters related to the department. Act as department liaison to other law enforcement agencies, city officials, department employees and the general public.
 - Resolves and/or refers to a range of administrative problems or inquiries.
 - Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities, including coordinating travel and lodging.
 - Manage the calendar for the department training room, to include scheduling meetings or appointments and assist with the needs for said meeting.
 - Perform receptionist, typing and clerical duties for the Chief of Police. Provide responsible and varied assistance to relieve the Chief of administrative detail. Handle a wide variety of projects for that office, many of a highly confidential nature.
- Engages in basic bookkeeping or accounting tasks such as:
 - Routine purchasing and requisition of materials and supplies, coordinating departmental expense reimbursements, paying outstanding invoices, billing out services for court costs, special events, police and auxiliary officer costs outside of special events, along with contracted billable hours and false alarm responses; process the return of bond payments to the proper Agencies.
 - Reconcile: department cash register, credit card statements for department credit card holders.
 - Processes and submits payroll for the Police Dept to include police officers, dispatch, support staff, crossing guards, auxiliary officers and in person translators; keeping track of benefit hours earned and used, FMLA, work comp, leaves of other nature.

- Maintain files that pertain to department fiscal management. Assist in the maintenance of the annual operational budget accounts, purchasing records, and all complex statistical data associated with this process
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Perform confidential secretarial and administrative tasks regarding personnel and disciplinary actions, internal investigations, contract strategy, grievances, and legal matters. Handling employee inquiries regarding policy, payroll, and confidential concerns.
- Administer system of employee service records, medical records, and various personnel transactions such as hiring, promotions, demotions, and terminations.
- Assists management and staff in problem solving, project planning, development and execution of stated goals and objectives Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.
- Requisitions equipment maintenance, and other services.

Supervision Exercised

None.

Minimum Education Qualifications

Education and/or Experience Requirements:

- Requires 2 years of post-high school education (e.g. Associate's Degree)
- 2+ years of relevant experience
- Post-high school education may be substituted with additional experience.

Licenses, Certifications, and Other Requirements:

None.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Ability to greet visitors with high interpersonal and customer service skills.
- Ability to represent the department with excellent verbal communication skills.
- Ability to multi-task and establish priorities.
- Skills in time management.
- Knowledge of office procedures and ability to use equipment.
- Ability to gather and analyze statistical data and generate reports.
- Ability to maintain calendars and schedule appointments.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to lead and train staff and/or students.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Organizing and coordinating skills.
- Knowledge of general accounting principles.

In evaluating candidates for this position, ORGANIZATION NAME may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- May experience frequent periods of standing or walking.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

Work Environment

The work environment is indoors in an office setting.

EOE / ADA Statement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various 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. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgement: _____

Date:

Print

Signature