

CITY OF CLEWISTON

Job Posting

Job Title: Administrative Assistant
Department: Police
FLSA Status: Non-Exempt

SUMMARY

Acts as records management liaison and manages and coordinates grants. Position is responsible for internal record keeping of payroll, accounts receivable/payable records and acts as liaison with City Hall for these matters. Equal Opportunity Employer - DFWP

ESSENTIAL DUTIES AND RESPONSIBILITIES - include the following and is not to be construed as a complete listing of the assignments that may be given to an employee.

- Grants Manager for all FDLE or Federal Grant Projects. Shall research, write, coordinate and apply for relative grant projects. Maintain an EEOC plan for the City of Clewiston submission every two years. Submit regular progress reports for existing / future grants.
- Maintain Automatic Training Management System (ATMS) - Act as a liaison for FDLE on officer training records and audits. Oversee new hires, salary incentive program, mandatory retraining, LEO Instructors, and resigning officer file management.
- Prepare, submit and hold Uniform Crime Report (UCR) – Act as a liaison for FDLE on data submission semi-annual and annual reports. Review and ensure proper coding of all incident and arrest reports to UCR standards. Create and validate report submission to FDLE twice annually.
- Payroll Clerk – Liaison with City Hall for all payroll and related matters. Responsible for bi-weekly submission of payroll for all police and animal control personnel.
- Accounts Receivable / Payable. Maintain all records for receivable and payable related matters. Maintain petty cash, special billing, parking citations, animal control, alarms and any other receivables. Control and maintain the Purchase Order plan and authority.
- Maintain Special Detail Schedule. Liaison with Recreation Department and other entities for Special Detail Event Scheduling.
- Attend to the Personal Calendar and various executive record keeping and administrative office requirements for the Chief of Police.
- Other duties that may be assigned by the Chief of Police
- Works under the general daily guidance of the Administrative Staff Supervisor.

SUPERVISORY RESPONSIBILITIES

The job has no supervisory responsibilities.

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); three to five years related experience and/or technical training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence and effectively present information one-on-one and small group situations to citizens, staff, and other city employees.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

OTHER SKILLS AND ABILITIES

- Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.
- Capable of working with minimal supervision.
- Capable of meeting deadlines and performing detailed and accurate work.
- Must have excellent typing, computer, and data entry skills.
- Must have good bookkeeping skills.
- Must have oral and written communication skills.
- Must have organizational skills, including planning, time management, and scheduling.
- Must have interpersonal skills.
- Must have problem solving skills.
- Must be able to establish and maintain cooperative working relationships.

CERTIFICATES, LICENSES, REGISTRATIONS

FL Driver's license. Other certifications as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit and may be required to lift up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

If interested, please contact Shari Howell, Human Resources. EOE/DFWP
