



*The City of Brawley is looking for a
dedicated person to join our team!*

**Police Chief's Administrative
Assistant**

\$4,322.81 - \$5,153.09 per month

Under the general direction of the Chief of Police, the Administrative Assistant performs a wide array of complex and sensitive administrative duties. This role requires exceptional independent judgment, a deep understanding of departmental and citywide policies and procedures, and the ability to handle confidential information with utmost discretion.

Please see the job description for more information
on Education, Experience and License
Requirements

Deadline to apply: May 14, 2024

Help us serve the residents of Brawley



CITY OF BRAWLEY

CLASS TITLE: Police Chief's Administrative Assistant

DEFINITION: Under general direction of the Chief of Police, performs a wide variety of complex and sensitive administrative work, in support of the Chief of Police and Police Management staff, requiring independent judgment and action and a knowledge of Departmental and Citywide policies and procedures. Incumbents assist with administrative and other non-routine duties, interpret policy and administrative regulations; fulfill the role of office manager and may train and coach co-workers and serve as first-level supervisor of assigned staff. Incumbents are considered confidential employees and are privy to the decisions and decision-making process of the Chief of Police and Management staff affecting employee relations.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Chief of Police or his/her designee. Supervises assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks to address business/organizational needs and changing business/organizational practices:

- Compose correspondence, reports, forms, and other documents independently or from notes, or general instruction from the Chief of Police and administrative staff; proofreads material and corrects grammar, spelling, or word usage.
- Transcribe dictation or interview recordings of confidential information; e.g., affidavits for search warrants, criminal or administrative investigations.
- Receive and screen callers with complaints or problems and directs them to the appropriate Division Commander for disposition.
- Interpret Department and City policy on routine administrative matters and explains procedures to others.
- Schedule appointments, coordinate meetings, and schedule conference rooms for staff using an on-line calendar system; arranges hotel, airline reservations, and travel plans for the Chief of Police and administrative staff.
- Develop and maintain computerized spreadsheets and databases to enter information and generate reports; may produce, revise, or refine formal presentation materials using presentation software.
- Monitor and analyze budget expenditures and advise Chief on expenditure trends and concerns.
- Maintain confidential department records including personnel and training files.
- Serves as first line supervisor for non-sworn personnel as assigned by the Chief of Police or his or her designee.
- Prepare monthly crime statistics, project status reports, financial reports and document yearly statistics reports.
- Establish and maintain cooperative relationships with citizens contacting the Office of the Chief of Police.
- Communicate pertinent information to the Chief of Police and staff in a timely manner.
- Receive, prioritize, distribute and process correspondence for the Chief of Police and staff.
- Responsible for keeping the Chief of Police and Division Commanders apprised of merit increases due or

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other changes in payroll.

- Responsible for timely deposits of monies collected by personnel for various department related services; e.g., bail, counter receipts, bicycle licenses, etc.
- Maintain accurate petty cash fund records.
- Assist communications/dispatch personnel in emergencies.
- Perform the duties of receptionist as required.

OTHER DUTIES:

- Perform related duties as assigned by the Chief of Police or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES TO:

KNOWLEDGE OF:

- Clerical office and administrative practices and procedures.
- Recordkeeping practices.
- Standard word processing, spreadsheet, database, presentation software, e-mail and calendar systems.
- Understand the basic principles and practices of administration, supervision and training.
- Proper English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform assigned duties with limited supervision.
- Assure compliance with applicable laws, codes and regulations.
- Differentiate between decisions incumbent is empowered to make and those that should be referred to a higher level.
- Identify problems and implement or recommend solutions.
- Interpret and apply policies and procedures within limits of authority.
- Assess problems, and use cooperation and collaboration to resolve routine work place issues.
- Work with difficult people in a variety of situations and use tact and discretion.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Train, supervise and evaluate the performance of assigned personnel.
- Interact effectively with supervisors, officials, employees, and the public.
- Learn and adapt to new technology as it relates to office practices and procedures.
- Maintain confidentiality of information.
- Attend evening or weekend meetings as directed by the Chief of Police or his/her designee.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, prioritize work, prepare and deliver oral presentations.
- Proofread documents and other work.
- Observe health and safety rules and regulations.
- Use a computer, related software, transcribing equipment, and other standard office equipment.

EDUCATION & EXPERIENCE AND LICENSE: Any combination equivalent to: Associates degree from an accredited college or university in business or public administration or closely related field, and three years of increasingly responsible experience in clerical duties with two of those years performing administrative focused duties within a government agency.

Another way to meet the minimum requirements is a high school diploma or equivalent and six years of progressively responsible, broad and varied clerical experience with one year performing the direct duties of an administrative assistant, records clerk or similar administrative focused duties. Four years of experience working a

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public agency is desired. Incumbent are required to pass a thorough background investigation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal service. Noise level in the work environment is usually low. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.