

VILLAGE OF CASEYVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SUPERVISOR: Chief of Police

FLSA STATUS: Part-Time, Hourly

BARGAINING AGENT: n/a

SUMMARY OF POSITION

Position involves performing executive secretarial duties for the Police Department under the supervision of the Chief of Police.

ESSENTIAL JOB FUNCTIONS

- Type correspondence and reports for Chief of Police and Deputy Chief of Police; includes letters, memorandums, and special orders
- Maintain administrative files and reports
- Maintain the department's bookkeeping records, issuance of purchase orders, and files for purchase process
- Maintain records pertaining to the petty cash fund and prepare periodic reports
- Maintain inventory records and conduct annual physical inventory
- Maintain records and prepare reports of employees' sick leave, vacation, and compensatory time/overtime within the department
- Order equipment and supplies, as directed
- Answer all non-emergency calls for administration officers
- Open and distribute all incoming mail; prepare outgoing mail
- Maintain the department roster for the Illinois Training and Standards Board
- Monitor police radio traffic to advise command staff of calls that are critical in nature
- Assure that the public is greeted in a prompt, warm and service-oriented manner
- Maintain personnel records of police officers and prepares personnel files for new employees
- Prepare all forms for licenses and titles pertaining to the police department vehicles in collaboration with Administration Department
- Maintain all discipline files
- Maintain use of force files
- Help develop and maintain requirements for reporting discipline to FBI
- Help develop and maintain all requirements set forth in police reform legislation
- Maintain sex offender registration
- Maintain confidentiality pertaining to employees, labor bargaining units, and sensitive matters in the community
- Attend law enforcement meetings, prepare agendas, and take minutes
- Ensure public meetings are posted in compliance with the Open Meetings Act

- Draft forms for departmental use; responsible for forms management within the department
- Create certificates of appointment and register new hires with the ILETSB
- Assist with facilities/maintenance oversight
- Actively assist in department's communication strategy
- Work with the States Attorney and other agencies, providing information
- Assist with Freedom of Information Act compliance, as needed
- Maintain records for Circuit Clerk
- Support Caseyville Police Pension Board in a clerical function, as needed
- Perform other duties as assigned

QUALIFICATIONS

Technical

- Bachelors degree or equivalent
- Three years' work experience in a high-level clerical setting, preferably in law enforcement
- Capable of using modern office equipment
- Type 50 wpm without error
- Be able to pass a background investigation

Physical Capabilities

- Ability to move between and around Caseyville Village Hall and Police Station easily for copying, gathering information, and attending meetings
- Position requires specific vision abilities that include close vision
- Capable of reaching shelving up to 8 feet with use of a step ladder and reach file cabinets up to five drawers
- Capable of using office machines, including word processor, copier, fax machine, calculator, and networked PC
- Ability to lift/lower boxes of material weighing up to 25 pounds onto shelving
- Ability to lift, squat, bend to gather items
- Capable of loading paper into copiers and changing toner ink
- Position requires the person to be able to sit for a period of time when entering data in the computer and completing various required reports
- Position requires manual dexterity, and flexibility to use a keyboard, typewriter, calculator, and telephone
- Ability to speak, hear, write, and communicate effectively, clearly, and efficiently

Other Capabilities

- Capable of clearly reading legislation, reports, and other work, to proofread and correct errors
- Ability to plan, with strong organizational skills
- Ability to direct employees, lead, and train subordinates and peers
- Ability to attend night meetings
- Capable of speaking to the public effectively
- Capable of handling stress and pressure, while completing work on schedule
- Ability to read with comprehension, draw conclusions, and own evaluations
- Ability to establish and maintain effective working relationships with other village departments and agencies
- Ability to be objective and make decisions without outside influences

- Ability to manage the stress of incoming visitor complaints and incoming calls
- Ability to understand and follow oral and written instructions
- Ability to write, compose letters effectively and fluently
- Basic bookkeeping, data base, and spreadsheet abilities

OTHER

1. As an absolute condition of employment, employees are required, upon hire, to agree to a drug-free workplace. Employees will be required to undergo random drug testing as required by the Village. Employees are required to comply with the Employee Handbook.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. The employee in this position is subject to temporary or extended special or functional assignments within the law enforcement agency that, while not inconsistent with the basic duties and responsibilities described above, can involve additional duties and responsibilities.
3. A background check will be performed by the Village of Caseyville.
4. Following an offer of employment, and prior to starting work, individuals will be required to have a drug test by a physician designated by the Village of Caseyville. The Village will pay for the examination.
5. Candidates must submit a resume to Chief Coppotelli by email or mail:

Village of Caseyville
Thomas Coppotelli, Chief of Police
10 W Morris
Caseyville, IL 62232
tcoppotelli@caseyville.org