



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
POLICE ADMINISTRATIVE TECHNICIAN

Classification Specification
(Classified)

DEFINITION

Under general supervision, performs specialized, responsible clerical work of above average difficulty, administers the payroll function for the Police Department, compiles payroll data to maintain payroll records, maintains sex registrant files and data, performs other related work as required.

SUPERVISION RECEIVED

The Police Administrative Technician position is an experienced level classification within the clerical series, and reports to a department head or designee. The Police Administrative Technician may train and supervise the work of others.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Administrative Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Performs complex and responsible clerical duties.
2. Composes correspondence, memorandums, and reports independently or from brief verbal instructions or notes.
3. Serves as receptionist, makes appointments, schedules meetings, and makes travel and conference arrangements.
4. Processes confidential and sensitive information.
5. Compiles comprehensive reports from a wide variety of sources and transmits to other offices or agencies.
6. Establishes and maintains automated and manual filing system.
7. Processes bills for payments and purchase requisitions.
8. Orders and maintains inventory of office supplies for the department.
9. Interviews and registers sex and arson registrants.
10. Inputs and updates data for sex registrant files; maintains sex and arson registrant files.
11. Processes, opens and routes mail.
12. Communicates clearly and concisely using proper English language both orally and in writing.
13. Maintains office equipment in proper working condition.
14. Develops and maintains cooperative working relationships with the general public, other agencies, and City staff.

15. Maintains payroll related employee leave records such as sick, vacation, or compensatory time.
16. Complies payroll data such as hours worked from time sheets and other records.
17. Reviews time records claims for payment submitted by employees to ensure conformance with appropriate contracts and administrative policies and regulations.
18. Answers payroll related questions from Police personnel.
19. Performs other duties as necessary and required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from high school or GED; and
2. A minimum of three (3) years of recent full-time progressively responsible clerical experience in a law enforcement environment requiring the ability to exercise independent judgment and maintain high degrees of confidentiality.

Knowledge and Abilities

1. Working knowledge of operation of modern office equipment.
2. Knowledge and proper usage of the English language.
3. Working knowledge and ability to proficiently use various computer software programs relevant to the Police Department.
4. Knowledge of methods and techniques of quality customer service.
5. Knowledge of basic principles, practices and procedures involved in the preparation and processing of payroll records.
5. Ability to maintain accurate and detailed records.
6. Ability to perform basic arithmetic computations.
7. Ability to perform complex clerical work involving independent judgment and requiring accuracy and speed.
8. Ability to make decisions in accordance with laws, ordinances and departmental policies and procedures.
9. Ability to communicate effectively and concisely both verbally and in writing.
10. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relations with the general public and City staff.
11. Ability to follow written and oral instructions.
12. Ability to interpret and apply instructions, policies, directions and guidelines.
13. Ability to perform required duties and responsibilities maintaining confidential and privileged status of information and data.

SPECIAL REQUIREMENTS

Must have a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting.
2. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds.
3. This position also requires the ability to sit for up to three (3) hours at a time.
4. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.