



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

Classification Specification

(Classified)

JOB SUMMARY

The Executive Assistant to the Chief of Police receives general guidance and supervision from the Chief of Police or assigned police management staff, to perform a variety of difficult and complex secretarial and routine administrative tasks in support of the Chief of Police and police management staff; participates in technical work characteristic of the Police Department, performs related duties as required. May exercise supervisory responsibilities over subordinate clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Assistant to the Chief of Police will be responsible for the following:

1. Perform a wide variety of complex, responsible and confidential duties for the Chief of Police and other management personnel.
2. Screen calls, visitors and mail; respond to requests for information and assistance; resolve citizen concerns and complaints.
3. Participates in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Plan, prioritize, assign, supervise and review the work of staff involved in assigned activities.
5. Independently and appropriately respond to letters and general correspondence of a routine nature.
6. Make travel arrangements; maintain appointment schedule and calendar; arrange meetings, conferences, and civic functions; maintain calendar for use of conference room; and maintain a log of credit card expenditures.
7. Take and transcribe dictation from the Chief of Police, and other management staff as required.
8. Type, assemble and distribute reports.
9. Evaluate operations and activities of assigned responsibilities; recommend organizational or procedural improvements and modifications affecting support activities; prepare various reports on operations and activities.
10. Prepare meeting materials and other communications; maintain log of communications sent.
11. Maintain office manuals and update resource materials and subscriptions. Order and maintain office supplies; order stationary, business cards and supplies for Chief of Police, and other management staff as required.

MINIMUM QUALIFICATION

Education, Training & Experience

Any combination of education and experience that clearly provides the required knowledge skills and abilities is qualifying. Typically, this would include the following:

High School Diploma or GED equivalent, supplemented by college level course work and/or comprehensive instruction in modern office practices; and five years, current or recent, increasingly responsible full time secretarial experience.

License; Certification; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

QUALIFICATIONS

In addition to the minimum requirements, the ideal candidate will possess:

1. Knowledge of proper usage of the English language – grammar, spelling and punctuation.
2. Ability to type at a rate of 55 words per minute.
3. Perform responsible and complex secretarial work involving the use of independent judgment.
4. Principles and procedures of records keeping and filing systems.
5. Understand the organization and operation of the Police Department, City and its outside agencies, as necessary to assume assigned responsibilities.
6. Communicate clearly and concisely, both verbally and in writing.
7. Ability to learn, interpret, and apply administrative and departmental policies, law and regulations.
8. Knowledge of modern office methods, practices, procedures.
9. Operate modern office equipment, including personal computer, typewriter, dicta-phone, telephone, fax, and copying machine; business letter writing and basic report preparation; organization, procedures, and operating details of a government agency.
10. Principles and procedures of record keeping and filing systems; principles of supervision, training and performance evaluation.
11. Maintain confidential data and information for Chief of Police, and other management police personnel.
12. Work independently under minimal supervision; supervise, train and evaluate the work performance of assigned clerical staff.
13. Compose memos, letters and other correspondence; compile and maintain complex and extensive records and prepare reports;
14. Establish and maintain cooperative working relationships with those contacted in the course of performing duties.
15. Utilize tact and diplomacy in interaction with general public, city officials, co-workers, other agencies, and other city department's personnel.