



City of North Charleston

Vacancy Notice

Position: Administrative Assistant

Department: Police

Pay Grade: 108 (\$45,207 - \$68,995)

GENERAL STATEMENT OF POSITION

Under general supervision, performs routine to moderately complex secretarial and clerical work in support of efficient and effective department operations. Provides secretarial support to the bureau. Performs related work as required. *Full Job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires an Associate's degree and two years' experience or high school diploma supplemented by three to five years of responsible secretarial or clerical work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type 60 words per minute with accuracy.

Posted: 03/12/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	ADMINISTRATIVE ASSISTANT		Job Code:	455
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	108			
Effective Date	02/08/2022	Revision A: Risk	M. COLE 02/08/2022	
Revision B:	12/18/2023	Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Police		Dept. #	510
Location:	Police		EM Status:	
Reports To:	Bureau Commander			

Summary Objective

Under general supervision, performs routine to moderately complex secretarial and clerical work in support of efficient and effective department operations. Provides secretarial support to the bureau. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responsible for payroll entry.
- Answers the telephone for the department; provides information as requested and/or forwards calls to appropriate staff person. Takes messages as needed.
- Greets and assists office visitors and/or customers. Screens and gives assistance to visitors.
- Maintains daily calendar, schedules, and coordinates meetings for the bureau.
- Opens stamps and distributes incoming mail for the bureaus.
- May assist City Council members with various requests for information, etc.
- Performs other routine to moderately complex secretarial and clerical work as required, which may include but is not limited to establishing and maintaining files, compiling information for reports, entering computer data, copying documents, filing / retrieving files, sending and receiving faxes, assembling, and collating documents, ordering supplies, preparing requisitions, etc.
- Prepares types, processes, copies, files and/or distributes various documents, which include mailing lists, calendars, various forms, records, reports, memos, correspondence, etc.
- Refers to policy and procedure manuals, computer manual, dictionary, City Code book, budgets, legislative directories, etc.
- Operates a variety of equipment, which includes a computer, printer, fax machine, copier, telephone, calculator, adding machine, shredders, hole punch, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other department heads and employees, other City personnel, various outside agencies and professionals, vendors, customers, and the general public.
- Post new jobs on bulletin board.
- Assists with secretarial duties for another bureau in the absence of other employees.
- Maintains neat and orderly work areas.
- Assists in coordinating meetings and events as assigned.
- May be designated to report to work during hazardous weather or emergency conditions.

- Performs related work as may be required.

If assigned to Asset Forfeiture, the employee's duties will also include the following:

- Prepares and processes legal documents necessary to complete property forfeiture procedures, and provides responsible secretarial and clerical assistance to the staff of the Special Operations Division. Performs related work as required.
- Types legal documents necessary for property forfeiture procedures for the signature of the City Attorney and Solicitor's Office representative; files each document with the Solicitor's Office.
- Establishes and maintains property forfeiture case files; prepares weekly status reports.
- Prepares all correspondence pertaining to Narcotics and Traffic divisions' seizures.
- Assists City Attorney in preparing cases for trial.
- Provides responsible secretarial and clerical assistance to division supervisors and staff, which may include scheduling meetings and appointments and maintaining calendars, composing and/or preparing correspondence for supervisor's signature, establishing and maintaining confidential and miscellaneous files, researching and compiling data as needed for reports or managerial decision-making, etc.
- Receives and reviews court orders, incident reports, case files, etc.
- On a rotational basis, will serve on the awards committee.

Knowledge, Skills and Abilities

- Knowledgeable in the methods, policies and procedures of the Department and City pertaining to specific duties of the Administrative Assistant.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledgeable of the organization of the City and of related departments and agencies.
- Ability to comprehend, interpret and apply regulations, procedures, and related information.
- Ability to display excellent secretarial, customer service and clerical skills.
- Knowledgeable of modern office practices and equipment.
- Knowledgeable of and skilled in the maintenance of efficient filing systems.
- Knowledgeable of basic mathematics.
- Ability to use computers for data processing and records management.
- Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Ability to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Skilled in applying attention to detail as necessary in preparing reports and correspondence.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to maintain confidentiality as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency. Is
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.

- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals, and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires an Associate's degree and two years' experience or high school diploma supplemented by three to five years of responsible secretarial or clerical work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type 60 words per minute with accuracy.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight. Tasks may require extended periods of time at a keyboard or workstation.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.