



City of North Charleston

Vacancy Notice

Position: Administrative Assistant Senior

Department: Police

Pay Rate 110 (\$49,619 - \$75,730)

GENERAL STATEMENT OF POSITION

Under limited supervision, manages the administrative assistant processes and administrative assistant personnel for the City's Police Department Administration Offices. Performs other related work as required. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by three to six months of clerical or customer service experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must be able to type with speed and accuracy.

Posted: 12/28/2023

Deadline: Until Filled

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

City of North Charleston
South Carolina

An Equal Opportunity Employer

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|----------------------------------|---------------------------------|------------------|------------|----------------|
| Job Title: | ADMINISTRATIVE ASSISTANT SENIOR | | Job Code: | 021 |
| Core Comp Group | ADMINISTRATVIE | | FLSA: | NON-EXEMPT |
| Pay Grade: | 110 | | | |
| Effective Date | 04/08/2021 | Revision A: Risk | | LHM 04/08/2021 |
| Revision B: | 12/18/2023 | Revision C: | | |
| FOR DEPARTMENTAL/OFFICE USE ONLY | | | | |
| Dept. | Police | | Dept. # | 510 |
| Location: | Police | | EM Status: | |
| Reports To: | Chief of Police | | | |

Summary Objective

Under limited supervision, manages the administrative assistant processes and administrative assistant personnel for the City's Police Department Administration Offices. Performs other 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.

- Performs responsible clerical work in support of the department programs and activities.
- Maintains daily calendar, schedules, and coordinates meetings for the Executive Staff. Assists with maintaining daily calendar, schedules, and coordinating meetings or events for the department, as needed.
- Answers the telephone; provides accurate information to callers or forwards calls to appropriate personnel. Takes appropriate messages as needed.
- Greets and assists office visitors and obtains information regarding nature of visit and directs visitors to appropriate department or employee.
- Assists with the issuance of temporary ABC licenses as directed by the department.
- Enters and retrieves computer data utilizing Excel spreadsheets and other Microsoft Office programs; prepares computer-generated reports as required.
- Assists with and leads special Department events, as required.
- Types, processes, copies, files and/or distributes various documents such as forms, lists, requisitions, schedules, records, reports, memos, correspondence, etc.
- Locates and researches records, files and other information for department personnel as requested.
- Performs other clerical work as required, which may include preparing, copying, filing, and distributing various documents, which may include mailing lists, calendars, various forms, records, reports, memos, and other correspondence. Will also be responsible for picking up / delivering / processing, opening, stamping, and distributing daily mail, sending / receiving faxes, maintaining lists and logs, ordering supplies and materials, etc.
- Receives and responds to routine inquiries, complaints, and requests for assistance from employees and the public regarding department activities and procedures.
- Assists City Council members with various requests for information, etc.
- Maintains all departmental employee files, including confidential medical information.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

ADMINISTRATIVE ASSISTANT, SENIOR

- Maintains records of employee annual leave, sick leave, FMLA leave, military leave, light duty assignments, disciplinary actions, and other information, including receiving, reviewing, and processing leave slips.
- Coordinates and maintains records of annual employee performance appraisals.
- Notifies departments of new hires, transfers, promotions, and resignations.
- Implements procedures and processes payroll for the department; distributes paychecks.
- Assists other department staff with various duties as necessary.
- Refers to policy and procedure manuals, computer manuals, directories, dictionary, City Code book, budgets, legislative directories, maps, reference texts, supply catalogs, etc.
- Operates a variety of equipment, which may include a computer, printer, fax machine, copier, calculator, telephone, shredder, hole punch, two-way radio, etc.
- Uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, department head, co-workers, other City personnel, vendors, various outside agencies and professionals, and the general public.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Maintains neat and orderly work areas.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledgeable of the methods, procedures and policies of the City as they pertain to the performance of duties of the Administrative Assistant, Senior.
- Knowledgeable of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledgeable of the concepts and principles of business procedures as related to the specific duties of the job.
- Skilled in clerical, bookkeeping, data processing, customer service.
- Ability to handle required mathematical calculations.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledgeable of modern office practices and technology; has skill in the use of computers for word and data processing.
- Ability to type at a speed required for the successful completion of assigned duties.
- Ability to use and maintain a variety of office equipment.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble information and make written reports and records in a concise, clear and effective manner.
- Knowledgeable of the terminology and various professional languages used within the department.
- 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 a high school diploma or GED equivalent supplemented by three to six months of clerical or customer service experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy.

Physical Demands

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

Tasks involve the ability to exert light physical effort in light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25pounds). Tasks may involve 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 accommodation 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.

