



Executive Assistant I - Confidential

Department:	Police	Pay Grade:	NR-33
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	February 2023	Reports To:	Executive Assistant II - Confidential

POSITION PURPOSE: Under supervision of the Executive Assistant II - Confidential, plans and performs technical administrative office coordination to assure smooth, timely and efficient office operations for the three sections in the department; researches, collects, analyzes and compiles data and information for inclusion in reports; maintains financial records, files and assists with budgets related to departmental operations, programs and expenditures; maintains confidentiality of sensitive information related to collective bargaining and other matters.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and performs technical administrative office coordination, processes departmental accounts payables and accounts receivables, processes invoices and payments; processes departmental payroll.
- Performs, tracks, submits, and maintains all department personnel.
- Participates on budget development team; assists with the monitoring of current budget status reports.
- Conducts a variety of studies involving programs, systems, operations, special needs, issues, or activities of an assigned department.
- Researches, analyzes, and prepares recommendations or conclusions on assigned projects and assists with collection of data at the request of the supervisor.
- Composes, prepares, and types a variety of correspondence, memos, reports, meeting minutes and other materials and proofread materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities, and communications; assure efficient workflow and office operations.
- Researches, analyzes, and prepares information on a variety of topics; coordinates efforts with City departments, government agencies and vendors.
- Provides information to the public and others as requested.
- At the direction of the Executive Assistant II as needed based on workload, responds to legal requests for production of confidential records in compliance with law and in coordination with other city departments and City Attorney.
- Attends a variety of meetings including staff meetings as assigned; participates on a variety of City committees as directed.
- Provides staff support and clerical and administrative assistance to boards and committees. Provides daily supervision and guidance to Administrative Assistant.

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- Assists with collection of data, preparation of documents, taking of minutes, and maintenance of records during the collective bargaining process between the city and police union.
- Maintains confidentiality of sensitive departmental and other information; provides information and assistance to City staff as needed.
- Prepares and maintains various records and files; archive files and records as needed in compliance with the Washington State records retention schedule.
- Performs complex and varied clerical support to relieve command staff of administrative detail including answering telephones and greeting visitors; provide information in person or on the telephone or refer to appropriate personnel; open, screen and route mail.
- Operates office machines including computers, copiers, calculators, and other equipment as assigned.
- Uses specialized software and recordkeeping systems for accounts payable and receivable, payroll, criminal justice records, and public disclosure.
- Performs other duties within the scope of the classification.

Required Knowledge of:

- City organization, procedures, federal and state laws.
- Administrative functions and operations of a City government.
- Accurate, lawful, and efficient record-keeping techniques.
- Proficient skills in mathematics.
- Interpersonal skills using tact, patience, and courtesy.
- Principles of customer service.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.
- Current office procedures, methods, and equipment including computers, computer applications sufficient to perform assigned work.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing technical clerical and administrative duties having City-wide impact.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Interpreting, applying, and explaining rules, regulations, policies, procedures, and laws.
- Preparing a variety of reports, logs, records, and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Meeting schedules and timelines and ability to work independently.

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- Communicating effectively verbally and in writing
- Typing with speed and accuracy.
- Taking meeting minutes.
- Reading, interpreting, applying, and explaining codes, contracts, rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:

Education and Experience:

Two years of college-level training in Business, Office Management, or related field and four years of increasingly responsible administrative office support experience; OR an equivalent combination of education, training, and experience which allows the incumbent to successfully perform the essential functions of the position. Experience working in a law enforcement environment is preferred.

Required Licenses or Certifications:

Valid Washington state Driver License

Must be able to pass a polygraph test and successfully complete a background check

WORKING CONDITIONS:

Environment:

- Office environment
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Read and understand a variety of materials
- Operate/use a computer keyboard and other office equipment
- Sitting, standing, or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, or crouching, reaching above shoulders, and horizontally or otherwise positioning oneself to accomplish tasks.
- Lift/carry or otherwise move or transport up to 15 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____