



TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

Police Administrative Assistant (xxxx)

Full time/Hourly/Non-exempt

Purpose of Classification:

The purpose of this classification is to address the dynamic needs of the Police Department.

Essential Functions:

The Police Administrative Assistant performs a variety of administrative duties such as general customer service, transcribing and preparing reports, receiving complaints, payment processing, purchasing, contract management, budget preparation, and record management. This role plays a pivotal part in ensuring the efficient operations of the Police Department. Excellent communications skills, a willingness to take initiative, and the ability to handle multiple tasks with precision are critical to the success of this position. This role requires a high degree of confidentiality, integrity, and the use of sound independent judgment. Considerable tact and courtesy are necessary when communicating with the public, elected officials, personnel, and others. Work is performed under the supervision of the Chief of Police or designee and is reviewed through observation of results obtained, including timeliness and quality of work.

Responds to inquiries and complaints from the public, other agencies, personnel, elected officials, and others. Redirect to appropriate personnel when necessary. Regularly transcribes dictated reports, video interviews, and correspondence. Assist in basic financial tasks such as processing payments, recording expenses, making deposits with the Clerk/Treasurer's Office, and reconciling department funds. Processes open records requests upon approval by the Chief of Police or designee. Manages the department supply inventory, makes purchases, and monitors contracts. Acts as a Notary Public, and receives and processes requests and information from law enforcement and other public safety agencies.

Compose, proofread, and edit various communications, including memos, emails, and reports. Ensures accuracy and adherence to department standards. Maintains record management system in accordance with established policies and procedures. Maintains and updates databases, records, and files accurately. Organize and manage documents, ensuring they are appropriately filed and easily accessible. Prepares meeting materials, schedules and secures resources for meetings, conferences, travel, and work operations.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Required Skills/Qualifications:

High School diploma or GED required; Bachelor's Degree in Criminal Justice, Public Administration, or related field preferred; supplemented by three years of administrative experience; or any equivalent combination of education, training, or experience which provides the requisite knowledge, skills, or abilities for this job. Must be proficient with Microsoft Word, Excel and Outlook. Must possess and maintain a valid South Carolina driver's license; must be able to obtain CJIS certification.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animals/wildlife attacks, animal/human bites, explosives.

Disclaimer:

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions, employment is "at will" or voluntary on both the part of the Company and the employee. Employment is not for a set period of time and may be discontinued by either party for any reason with or without notice.

Equal Opportunity Employer:

The Town of Santee is an Equal Opportunity Employer

We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.