



**Classification:** Special Assistant (HRD)

**Title Code:** V09875

**Pay Range:** -

**POSITION SUMMARY:** This position provides professional administrative and secretarial support to the Human Resources Division. Work includes maintaining a close and highly responsive relationship to the day-to-day activities of the Division. The employee is expected to exercise independent judgement and initiative in the performance of assigned duties; however, general supervision is provided by the division director.

**DESCRIPTION OF DUTIES PERFORMED** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Provides administrative and secretarial support for the Human Resources Division, as well as recognizes Division Director priorities.

Reviews, endorses, and/or disseminates incoming correspondence to personnel accordingly; screens telephone calls, visitors; as well as opens and distributes mail to proper sources.

Makes administrative decisions concerning issues involving interpretation of employment policy and guidelines, to include responding to inquiries and providing guidance to Patrol personnel.

Composes documents involving division correspondence, reports, and forms; reviews all correspondence for typographical accuracy, proper format, internal consistency, and conformance with department procedures.

Identifies and resolves various problems that affect the orderly flow of work of the division; determines when new procedures are needed for changing situations and devising and implementing alternatives.

Develops and maintains internal reports and other division files; compiles records and reports as necessary in appropriate spreadsheets and/or databases.

Processes expense reports and invoices; maintains division budget and tracking system.

Maintains the supply closet, and inventory, and orders supplies.

Tracks deadlines of reports due from bureau(s) and/or division(s).

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of business English, spelling, and arithmetic.

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of the methods and equipment used in data entry for computer utilization.

Considerable knowledge of the application and interpretation of departmental policies and procedures.

Possess excellent communications skills to include: proper and effective use of grammar, punctuation, and sentence structure.

Ability to research, gather, correlate, and analyze facts to process correspondence.

Ability to code and prepare financial documents for processing.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the public.

Ability to deal with a large amount of work within predetermined deadlines by prioritizing and organizing work.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent and possess seven years of clerical experience with the Patrol (three years of this experience must be at a Clerk Typist III, Stenographer III, or higher).

**NECESSARY SPECIAL REQUIREMENTS:** Completion of a typing test.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.