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# PART-TIME ADMINISTRATIVE ASSISTANT POLICE and FIRE - JOB DESCRIPTION

## 1044.1 POSITION SUMMARY

**Position Title:** Part-Time Administrative Assistant

**Department:** Police and Fire

**FLSA:** Non-Exempt

**Reports To:** Police and Fire Chief

**Wage Category:** G

**Last Update:** November 2022

The purpose of this position is to perform secretarial and administrative duties for the police and fire department. The position is responsible for assisting with the day-to-day administration of the police and fire departments.

The work requires the exercise of confidentiality, initiative, accountable record-keeping, and positive interactions with the public.

## 1044.2 ESSENTIAL DUTIES/RESPONSIBILITIES

These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community.
- Enters, saves, files, and attaches, etc., all accident reports, citations, incident reports, arrests, digital photographs, videos, and supplemental reports into computerized files of the department's records management system.
- Addresses the public at the business window with professionalism and is responsible for counter duties.
- Collects fines.
- Answers/Directs telephone calls.
- Assists the Confidential Administrative Assistant as needed.
- Assists as needed with copying reports for the City Attorney, the District Attorney, and other county and state partners.
- Enters Fire and EMS incidents.
- Processes Fire Department Payroll.
- Processes Fire inspection billing.
- Processes Fire inspection accounts receivable.

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- Enters Fire inspection reports.
- Enters Public education data reports.
- Enters other Fire records as needed.
- Issues permits and accepts payment.

#### **1044.2.1 OTHER FUNCTIONS**

- Must have the ability to support and assist as needed in all areas of the police and fire department office.

#### **1044.3 EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as Business Management, or Information Technology, or Office Assistant, or equivalent job-related experience.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

#### **1044.4 LICENSES, CERTIFICATIONS, OTHER REQUIREMENTS, ETC.**

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME.

#### **1044.5 KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police and fire department staff and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.

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- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

#### **1044.6 PHYSICAL DEMANDS**

- **Standing/Walking:** Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:** Sit in an office and while attending meetings/training.
- **Carrying:** May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:** May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:** Very little pushing/pulling, unless moving items around in office environment.
- **Bending:** Move from the waist to pick up or lay down an object.
- **Reaching:** Frequent reaching while sitting at desk.
- **Twisting:** Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:** Occasional climbing stairs between building levels.
- **Hearing:** Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:** Must have vision sufficient (unaided or aided) to perform essential sight tasks. Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- **Voice:** Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

#### **1044.7 ENVIRONMENT**

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

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#### **1044.8 EQUIPMENT/TOOLS**

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone and small desk tools.
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

#### **1044.9 EOE/ADA**

- The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.