



**ADMINISTRATIVE SUPPORT SPECIALIST I - POLICE**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate clerical work involving a variety of office assistance tasks; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Providing clerical support to staff; receiving and processing incoming calls and visitors; providing information; preparing and maintaining records and files.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Types letters, minutes, correspondence and reports;

Answers telephone; takes and relays messages; greets the public;

Responds to inquiries about procedures and policies; responds to requests for information;

Enters a variety of information into computer;

Collects and prepares data for records and reports; processes payments collected by other departments;

Maintains departmental files;

Prepares and processes interdepartmental information;

Processes incoming and outgoing mail;

Prepares, updates and maintains various database files;

Orders supplies and maintains inventories;

Receives, receipts and accounts for various monies;

Checks and reviews a variety of information for accuracy, completeness and conformance to established standards and procedures;

Operates a variety of standard office equipment;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; thorough knowledge of departmental programs and policies; ability to type and transcribe dictation accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school including or supplemented by courses in computers and word processing and some office assistance experience.

**SPECIAL REQUIREMENTS:**

May require possession of or ability to obtain specific certifications depending on departmental assignment.