



CITY OF BERKLEY, MICHIGAN
3338 Coolidge Hwy
Berkley, MI 48072

ADMINISTRATIVE ASSISTANT – PUBLIC SAFETY DEPARTMENT

Application Deadline: April 13, 2018 or until filled

The City of Berkley is accepting applications for a full-time Administrative Assistant for the Public Safety Department. The successful candidate will provide clerical support and performs a variety of related administrative tasks including records management, CLEMIS and other law enforcement databases, time keeping for sworn officer and a variety of tasks while maintaining the highest level of confidentiality.

Candidates will meet the following requirements:

- High school diploma or equivalent with additional specialized vocational training in secretarial science, office management, or a related field. College degree preferred.
- Three or more years of progressively responsible office experience in a clerical or secretarial role; previous experience in a work environment that requires a high level of confidentiality is required.
- Advance computer skills with in depth experience using Microsoft Office software and Windows 10 operating system. Able to apply advance knowledge to create, update and maintain electronic documents, spreadsheets and slide presentations.
- At least one or more years of prior experience using law enforcement data and record systems including (but not limited to Courts and Law Enforcement Management Information System (CLEMIS), Consolidated Law Enforcement Advanced Records (CLEAR), Citations, Crash Reports, Impounds, Evidence Room, Mobile Data Computer (MDC), Computer Aided Dispatch (CAD).

A complete job description and applications are available online at www.berkleymich.org. Qualified applicants are encouraged to send a completed employment application, resume, cover letter and three professional references by email to:

Chief Matthew Koehn
Public Safety Department
mkoehn@berkleypublicsafety.net



CITY OF BERKLEY JOB DESCRIPTION

Administrative Assistant – Public Safety Department

Supervised by: Public Safety Director

Supervises: No supervisory responsibility

Position Summary:

Under the direct supervision of the Public Safety Director, the Administrative Assistant provides clerical support and performs a variety of related administrative tasks including records management, CLEMIS and other law enforcement databases, time keeping for sworn officer and a variety of tasks while maintaining the highest level of confidentiality.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform clerical tasks such as creating documents, entering data, maintaining electronic records, photocopying, filing and related tasks; prepare department correspondence and reports, process department mail, maintain calendars; receive visitors, respond to telephone and in-person inquiries; provide general information regarding department operations and policies.
2. Maintain concise, comprehensive filing systems for confidential documents and law enforcement databases, legal documents and filings and other types of department records.
3. Support processes for budget development and procurement; process payables and billings; reconcile departmental credit card
4. Maintain timekeeping records, payroll; record and track paid time off and other types of time as needed.
5. Coordinate registration and travel for conferences and training, special events and other activities; ensure related payments and expenses are processed and reconciled in a timely manner.
6. Compile information for special projects and assemble data as requested.

7. Coordinate the review and update of department Rules and Regulations, General Orders, Special Orders, Standard Operating Procedures, Manuals, and other documents as needed.
8. Duplicate audio and video media in response to Freedom of Information Act, discovery, and court requests.
9. Perform other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent with additional specialized vocational training in secretarial science, office management, or a related field. College degree preferred.
- Three or more years of progressively responsible office experience in a clerical or secretarial role; previous experience in a work environment that requires a high level of confidentiality is required. Knowledge of laws and procedures associated with handling confidential information.
- Advance computer skills with in depth experience using Microsoft Office software and Windows 10 operating system. Able to apply advance knowledge to create, update and maintain electronic documents, spreadsheets and slide presentations. Able to type and enter data with speed and accuracy.
- At least one or more years of prior experience using law enforcement data and record systems including:
 - Michigan Incident Crime Reporting (MICR)
 - The Freedom of Information Act (FOIA) - exemptions and redactions
 - Michigan Court Rules for Discovery
 - Michigan District and Circuit Court Procedures
 - Michigan Law Enforcement Information Network (LEIN)
 - National Crime Information Center (NCIC)
 - Courts and Law Enforcement Management Information System (CLEMIS)
 - Consolidated Law Enforcement Advanced Records (CLEAR), Citations, Crash Reports, Impounds, Evidence Room, Mobile Data Computer (MDC), Computer Aided Dispatch (CAD), Talon

- Skill in maintaining a complex filing systems, including sensitive information requiring confidentiality and discretion.
- Able to understand and follow complex verbal and written instructions, and carry them out independently.
- Able to effectively communicate verbally and in writing, and exercise diplomacy in contentious situations.
- Able to work effectively alone, or as a member of a team, with minimal supervision; independently assess work load and prioritize assignments.
- Able to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.
- Able to work effectively under pressure and with changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone or radio; review and produce written and electronic documents. The employee frequently is required to use arms, hands and fingers to handle, feel and reach. The employee is required to stand, walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet, but may occasionally be moderate.