



City Of Columbus Job Posting

Department:	Columbus Police Department
Title:	Chief's Executive Assistant
FLSA:	Nonexempt
Supervised By:	Chief of Police
Supervises:	None
Salary:	\$28,103 - \$40,146
Application Deadline:	June 4, 2018

Position Summary:

- A Chief's Executive Assistant maintains all reports and other files for the Chief of Police, enters data, prepares paperwork, serves as a transcriptionist, and maintains access to information for the Chief of Police. In addition, the Chief's Executive Assistant serves as a receptionist for the Chief of Police, greeting visitors and accepting phone calls and other inquires to the Chief's office. The Chief's Executive Assistant must be able to respond to complaints and requests for information made to the Chief's office.

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction
- Must have a valid driver's license
- Must be a United States citizen
- Must be able to read personnel policies and procedures and case reports.
- Writing/typing skills are necessary to type letters or transcribe according to basic instructions.
- Must be proficient in using a computer in order to process and maintain information; utilizes word processing and data process software to prepare correspondence, reports and to store data.
- The physical skills necessary include seeing, hearing and bending for purposes of filing.
- Must be able to effectively and courteously respond to complaints and requests for information from police officers, co-workers and citizens.
- Must be able to enter, correct and retrieve data from a computer with speed and accuracy.

- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Police Department General Orders, Policies, Rules and Regulations and directives.
- Must maintain confidentiality.

Essential Position Responsibilities:

- Answer inquiries relating to police department services and statistics.
- Refers questions from people to appropriate source.
- Serves as first point of contact for people wanting to meet with or speak to the Chief of Police.
- File and manage all related paperwork and materials in the office of the Chief of Police.
- Maintain records for all department personnel. Maintain files on employee's activities (i.e. personnel files, promotions, training, pay, qualifications for additional pay, other compensation, etc.)
- Maintain time keeping records for all department personnel (i.e. vacation time, sick time, holiday time, compensatory time, overtime, etc.)
- Prepares and reviews personnel time sheets and leave requests and transfers these to State Board of Accounts
- Prepares payroll for all department personnel and presents payroll to clerk's office. Calculates payment for all salaries, overtime, longevity increases, and any other additional pay.
- Maintain a working knowledge of the department's budget.
- Processes invoices and generates account payable vouchers. Checks invoices and claims for accuracy, matches invoices with receipts, prepares paperwork for payment to vendors and submits to Clerk Treasurer's Officer. Credits/Debits correct amounts to each account.
- Receives monies for continuing education fund and all other money not related to traffic accident fund, firearms training fund, parking meter fund, etc.
- Requests monies in writing to county auditor's office for court costs collected and due to the Columbus Police Department as part of the law enforcement continuing education program.
- Must be proficient in using computer in order to process and maintain information; utilize word processing and data process software to prepare correspondence, reports and to store data.
- Create and maintain filing grants and special projects such as operation pullover, county court fees for continuing education, etc.
- Receives incoming mail and opens and/or distributes to appropriate personnel.
- Takes messages and inquiries for the Chief and Deputy Chief.
- Speaks with office visitors to assess needs and refers to the appropriate division or office.
- Transcribe statements for internal investigations as requested.

- May be required to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc.).
- Perform any other related assignment.

Confidentiality:

As an employee of the Columbus Police Department it is likely that in the performance of job duties, information that is confidential in nature will be observed. This information would include any information that the general public would not have access to. It shall be considered confidential if the release of this information could in any way compromise the successful outcome of a police call for service or investigation, or if the person relaying the information advised the information was confidential. Violation of confidentiality violates Rules and Regulations of the City of Columbus as well as potential State and Federal Violations.