



## CITY OF BUNNELL

<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Job Category:</b>	Clerical
<b>Department/Group:</b>	Police Department	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	As needed
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time, Non-Exempt
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> BunnellHR@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p><b>This position reports to Chief of Police.</b></p> <p>This is a highly responsible position within the Bunnell Police Department who works for the Chief of Police.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Serves as the primary administrative point of contact receiving visitors and telephone calls, determining nature of business and determining appropriate action.</li> <li>• Reviews all incoming correspondence for content, appropriate action, additional information required and initiate necessary routing.</li> <li>• Manages and maintains the Chief of Police schedule.</li> <li>• Meet with individuals and special interest groups in the “crime watch” community.</li> <li>• Maintains and updates policies as directed by the Chief of Police.</li> <li>• Maintains and updates police department forms as directed by the Chief of Police.</li> <li>• Performs general office duties such as ordering supplies and payroll input in the Tyler program as well as performing basic bookkeeping work.</li> <li>• Prepares agendas and makes arrangements for Chief of Police meetings and conferences.</li> <li>• Prepares responses to correspondence containing routine inquiries</li> <li>• As the FDLE ATMS Coordinator, maintains all required forms for police officers in the ATMS System.</li> <li>• Develops and writes grant proposals by assembling and submitting grants requests, including letters, proposals, budgets and presentations.</li> </ul>			



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- Assist in preparing fiscal year budget and maintain and adhere to all budget restrictions.
- Assist with any public records requests via the AEGIS New World System.
- Maintain high confidentiality at all times due to sensitive information within the department.
- Perform notarial acts

### Knowledge/Skills/Abilities:

- Must recognize that the position and work is highly confidential
- Knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; knowledge of legal terminology applicable to the work.
- Ability to organize work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Skill in Business English, e.g., correspondence formats, spelling punctuation and grammar.
- Skill in intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Skill in reading, interpreting and composing complex correspondence, summaries and reports in a clear and concise manner; skill in typing.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to plan, organize and coordinate schedules and meetings.
- Skill in advanced administrative support functions, e.g., bookkeeping, data entry, typing reports processing.
- Skill in establishing and maintaining effective records maintenance and file management systems; ability to read, update and maintain various records and files.
- Skill acting as a liaison.
- Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances and other regulatory standards applicable to the work.
- Skill in establishing and maintaining effective working relationships and communications with co-workers, internal/external customers, department management and the public.

### Educational Requirements:

- High School Diploma or GED

### Professional Licenses:

Must possess a valid Florida Driver's License, Notary License preferred

### Physical Requirements:

- While performing the essential function of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 5 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	



# CITY OF BUNNELL

Last Updated By:		Date/Time:	
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