

**CITY OF IMLAY CITY
HELP WANTED
PUBLIC SAFETY ADMINISTRATIVE ASSISTANT**

The City of Imlay City is seeking applications for a Public Safety Administrative Assistant. This position provides assistance to the Chief of Police, Fire Chief, and other Department employees. The Public Safety Administrative Assistant performs a variety of clerical tasks and police administrative office assistance in coordinating the day-to-day operations of the Imlay City Police and Fire Departments. Starting salary is commensurate on experience and dependent on qualifications. A job description and application form is available at City Hall. A cover letter, resume and City application must be submitted to Chief Brett Selby, Chief of Police, City of Imlay City, 150 N. Main Street, Imlay City, MI 48444. This position is open until filled. The City of Imlay City is an Equal Opportunity Employer.

Public Safety Administrative Assistant

Police and Fire Department



Job Posting for Public Safety Administrative Assistant in Imlay City

The Imlay City Police Department is currently seeking a qualified candidate to hire for the full-time position of Public Safety Administrative Assistant. In this position, the Public Safety Administrative Assistant performs a variety of clerical tasks and police administrative office assistance in coordinating the day-to-day operations of the Imlay City Police Department and Imlay City Fire Department. The salary range is commensurate on experience.

Applications must include a completed city application for employment found on the Imlay City website; <https://www.imlaycity.org/government/employment-opportunities/>

in addition to a:

- Signed Release of Information Form.
- Resume and cover letter.
- Qualified applicants will receive a background packet for employment for completion.
- The successful candidate will have no misdemeanor convictions and be able to pass a drug screen and physical.

Applications will be accepted until Friday, February 16th at 3pm.

More information can be found on the Imlay City website:

<https://www.imlaycity.org/government/employment-opportunities/>

Schedule:

- 8-hour shift, Monday through Friday 8am-4:30pm
- Day shift

Job Description:

The Administrative Assistant serves as the administrative assistant to the Police Chief and will be responsible for all the administrative duties for the department. The Administrative Assistant receives general direction regarding departmental policies and procedures and is expected to exercise judgment, initiative and confidentiality carrying out administrative detail. Duties may involve frequent public contact, record keeping, filing, computer input and the utilization of networked computer programs.

The ability to work in a high-paced, busy environment at times is a must. Work is highly confidential and includes considerable contact with criminal justice officials including attorneys, judges, and other law enforcement agencies.

Employee Expectations:

- Adheres to all City policies and procedures.
- Performs duties as defined, assigned and as workload necessitates.
- Maintains a positive, respectful, and highly communicative attitude and approach.
- Consistently reports to work on time, prepared to perform the duties assigned.
- Manages time well and meets organization productivity standards

Essential Job Functions:

The Public Safety Administrative Assistant may be called upon to do all the following: *(These examples do not include all the tasks the employee may be expected to perform.)*

Serve as administrative assistant to the Police Chief and Fire Chief coordinate meetings, compose correspondence; research and prepare specialized reports, maintain records, and set appointments and meetings.

- Recommend and implement changes in office procedures; design office forms, maintain departmental records, reports, and files.
- Transcribe letters, memoranda, reports, surveys, and other materials.
- Receive callers, maintain appointment records, and provide information by telephone, email or in person.
- Compose and type correspondence and prepare a wide variety of reports, records, surveys, and related materials.
- Open daily mail, attach previous correspondence, assemble pertinent files and materials for reply; route other correspondence as needed.
- Operate standard office equipment including personal computer terminal, scanner, fax, calculator, and copier.
- Assist in the development of, and maintain familiarity with the department budget, accounts, and funds, and maintain running balances.
- Perform other duties as assigned.

Education & Training:

The ideal candidate for the Public Safety Administrative Assistant, shall have, or is willing to participate in the necessary training to achieve State of Michigan certifications or clearance in:

- LEIN
- FOIA
- MICR
- RMS
- CLEMIs
- MiCJIN

Graduation from a standard high school or business school including courses in computer operation, data processing or related field preferred.

3 - 4 years of progressively more responsible clerical/administrative assistant experience or the equivalent preferred.

Qualifications for Employment Thorough knowledge of modern office methods and procedures, and of business English, in addition to:

- Strong mathematical skills and ability to record, track and balance accounts.
- Considerable knowledge of automated office systems, including spreadsheets, database queries and word processing, and the ability to apply them to departmental operations.
- Ability to type at least 50 words per minute and take and transcribe notes.
- Ability to independently perform administrative detail and to research and prepare complex records and reports.
- Ability to communicate effectively, both orally and in writing, to answer phones and to carry out complex oral and written instructions.
- Ability to maintain good working relations with the general public and other employees.
- Ability to efficiently organize and maintain record-keeping and filing systems, both manual and computerized.
- Organized, dependable, reliable, punctual, flexible, courteous, and tactful.
- Skill in the operation of the personal computer terminal, scanner, fax, calculator and copier and other office equipment.
- Ability to exercise judgement, initiative, and confidentiality carrying out the administrative detail.

Applications will be accepted at the Imlay City Police Department, Attn: Chief Brett Selby, 395 E. Third St Imlay City, Michigan 48444. This position is open until filled.