

# State College Borough

## Administrative Assistant, Senior

### Job Description



**REPORTS TO:** Police Chief  
**ROLE & LEVEL:** A4

**DEPARTMENT:** Police Administration  
**FLSA STATUS:** Non-exempt

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#### **WORK OBJECTIVE:**

The Administrative Assistant provides the primary clerical support for the Police Chief. Performs a variety of responsible, complex, and confidential duties while serving as receptionist for the administration area of the police department. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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.

- Serves as office manager for the Police Chief, to include scheduling appointments and meetings and preparing draft correspondence for signature
- Provides administrative assistance for various special events/projects to all other police employees, sworn or civilian, as needed
- Prepares and maintains department personnel and administration files; processes training records and tracks personnel evaluations; assists with the coordination of the hiring process
- Prepares, distributes, and files correspondence, policies and procedures, and routine reports and documents
- Makes arrangements for conferences and training classes for department personnel, including lodging, travel, payments of fees, and expense reimbursements
- Maintains centralized files for all correspondence and major administrative projects
- Prepares appropriate materials for and takes minutes of department staff meetings
- Logs all incoming checks and/or money orders and remits to Finance for deposit
- Enters Health Department violations into the records management system
- Prepares and enters payroll (including daily attendance cards), bi-weekly
- Greets and assists the public, in person and on the telephone
- Maintains, balances, and distributes petty cash account
- Orders office supplies for the department, as needed
- Prepares purchase requisitions in the MUNIS system
- Processes incoming and outgoing mail

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#### Supervision:

- None

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, and other office procedures and terminology
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, Access, Publisher, and PowerPoint)
- Skill in using the department's Records Management System (RMS) and the Borough's MUNIS system
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work, including working effectively with all Borough staff.
- Ability to understand and execute oral or written directions, and to prepare clear and comprehensive reports
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to maintain detailed accurate records, create and maintain databases
- Ability to communicate effectively, verbally and in writing
- Ability to understand and apply required laws

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by two or more years of administrative or secretarial experience; or an equivalent combination of education, certification, training, and/or experience.

This position requires a criminal background evaluation and a valid Pennsylvania Driver's License.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

- Associate's degree

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#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

#### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date