



Classification: Special Assistant (DDCC)

Title Code: V09875

Pay Range: -

POSITION SUMMARY: This position provides professional administrative and secretarial support to the Division of Drug and Crime Control. Work includes maintaining a close and highly responsive relationship to the day-to-day activities of the division, as well as knowledge of and understanding of office routine departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the Division Director.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Provides administrative and secretarial support for the division; recognizes division priorities; schedules meetings and appointments; makes arrangements for conferences and meetings.

Identifies and resolves various problems that affect the orderly flow of work of the division; determines when new procedures are needed for changing situations and devising and implementing alternatives.

Maintains the divisions personnel files, correspondence files and the organizational charts to ensure accuracy while adhering to agency policies.

Composes or drafts documents involving division correspondence, reports, and forms; tracks report deadlines; and reviews all correspondence for typographical accuracy, proper format, internal consistency, and conformance with department procedures.

Maintains the divisions manuals to ensure reviews are completed as necessary.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of business English, spelling, as well as proper and effective use of grammar, punctuation, and sentence structure.

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of the methods and equipment used in data entry for computer utilization.

Considerable knowledge of the application and interpretation of departmental policies and procedures.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to maintain complex clerical records and files.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to prepare reports from varied statistical information.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a violent and/or sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent and possess seven years experience with the Patrol or possess nine years experience in administrative and/or clerical duties.

Preference may be given to applicants possessing experience in duties comparable to that of an advanced-level administrative and/or clerical function.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.