



Job Title: Senior Office Assistant - Temporary

Department: Police Department

Reports To: Police Records Supervisor

Salary Range: \$16.85 -\$24.43, DOE

Job Status: Temporary	FLSA Status: Non-Exempt	Town Status: Temporary
Origination Date: 1/26/2010	Revision Dates: 08/08/2017, 12/20/21	

JOB SUMMARY

Serves as initial contact/receptionist for the Police Department and receives applications and related materials and coordinates their distribution as required. Greets visitors, receives and distributes telephone calls, messages and mail and maintains strict confidentiality in performing all duties.

ESSENTIAL FUNCTIONS

- Serves as initial contact/receptionist for the Police Department.
- Maintains and updates official records, documents and files and coordinates the retrieval, redaction, and retention of the documents and files.
- Performs administrative, clerical and phone duties, such as typing and transcribing case files and interviews, composing letters, maintaining records and files, processing paperwork and reports, and transferring calls and taking messages.
- Provides general office support services, such as maintaining stock levels and ordering supplies and/or equipment, maintaining records of purchases, and receiving faxes, and making and collating copies.
- Coordinates office and department activities and/or special projects, such as arranging for and scheduling meetings, provides training as appropriate, performing duties related to special assignments/projects, and researching information to assist supervisor.
- Performs and processes fingerprinting services for the public as requested.
- Greet visitors, receives and distributes telephone calls, messages and mail. Provides information, answers questions regarding department activities and special projects.
- Serves as reference source and initial contact for the public and staff.
- Maintains and attends training in professional organizations as required.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively orally and in writing.
- Knowledge of research methods, techniques, and practices.
- Skills in using automated databases, spreadsheets and word processing programs for reports and the Microsoft Suite.



MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Three years administrative, secretarial, or clerical experience in a business office.

PREFERRED QUALIFICATIONS

- Community college, or vocational, business, technical, or correspondence school
- Experience working in a municipal setting or with records retention management

REQUIREMENTS

- Ability to obtain and maintain pertinent certifications to access required databases and software packages to perform essential duties.
- Valid Driver's License required. Arizona Driver's License within ten days of hire.
- Must be able to pass a thorough background investigation including fingerprints, and polygraph.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers