



JOB DESCRIPTION

WORKING TITLE:
DEPARTMENT:
REPORTS TO:

ADMINISTRATIVE ASSISTANT
DEPARTMENT OF PUBLIC SAFETY
DPS SERGEANT

GENERAL DESCRIPTION

This position is a non-exempt position that performs a variety of clerical, bookkeeping and related duties to provide support for the daily operations of the DPS Office in accordance with departmental procedures and regulations as well as state laws and statutes. This is a full time, regular position.

ORGANIZATIONAL RELATIONSHIPS

Has frequent contact with troopers and the general public
Very busy and multi-tasking positions so must be very efficient
Must keep all work and conversations confidential and private (unless Public Record qualified)

ESSENTIAL DUTIES AND RESPONSIBILITIES THAT MUST BE VERY EFFICIENT

- Process and prepare traffic tickets, wrecks, deaths and any other documents received or requested
- Answer telephones, direct calls and take messages with telephone numbers
- Assist people in person and over the telephone with information as needed
- Compile, copy, sort, and file records of the office
- Regular attendance is required - must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL RESPONSIBILITIES

- Run errands for the office
- Be cross trained in all positions in the office
- Perform other related duties as may be assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Establish and maintain effective working relationships with other employees and officials and the general public
- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as, computers, phones, copiers, scanners, faxes, calculators and postage machines
- Bookkeeping fundamentals
- Demonstrate proficiency and accuracy in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions
- Must possess a cooperative and positive attitude at all times
- Make sound decisions in stressful situations
- Must be flexible and willing to learn new business practices and procedures as they arise
- Be able to maintain confidentiality in matters dealing with this office

EDUCATION REQUIREMENTS

- High school graduate or equivalent

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit, stand or walk for prolonged periods of time
- Required to lift up to 15 lbs. regularly and up to 50 lbs. occasionally
- Specific vision required includes both up close and distance
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Employee regularly works in inside environmental conditions while performing the duties of this job
- The noise level in the work environment is usually quiet

SPECIAL CONDITIONS

- Required to occasionally work overtime
- Required to dress in business attire at work daily