

JOB DESCRIPTION

POSITION SUMMARY:

This is complex clerical, administrative and confidential work in support of the Office of the Chief Constable and the Professional Standards Division. The Administrative Assistant exercises considerable independence of action and judgement when providing secretarial duties and when dealing with officials, employees, and the general public. The Administrative Assistant is called upon to give information to employees, Union representatives and the public, on a wide variety of departmental matters which requires a sound understanding of policies, procedures, and regulations of the Police Department and the Municipality, in general.

MAJOR DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

- Types memos, letters, reports, and confidential evaluations often relating to personnel matters for the Chief Constable, Deputy Chief Constables, and the Professional Standards Division.
- Types disciplinary forms (e.g., written reprimand, notice of alleged disciplinary default, notice of formal discipline proceedings).
- Transcribes confidential recorded interviews and discipline reports and/or hearings further to the BC Police Act.
- Processes purchase requisitions, purchase orders, invoices, cheque requisitions, credit card transactions, expense forms, reconciles daily deposits and debit machine transactions, orders and maintains stationery supplies for the department; maintains billing spreadsheets for services provided to outside departments and expenses of members seconded to regional integrated units.
- Prepares agendas and takes and transcribes minutes for various meetings, including but not limited to senior management of Police Department (senior officers); and the Saanich Police Board, if required.
- Processes, sorts, and prioritizes all incoming mail, packages, goods received, for the entire Department.
- Processes annual employee performance evaluation forms.
- Provides relief for the Executive Assistant to the Chief Constable as required.
- Performs other duties as and when required.
- Accurately applies relevant sections of required Federal, Provincial, and Municipal statutes, regulations, bylaws and Departmental policies and procedures.
- Responsible to maintain a high level of confidentiality and security of information in all aspects of their work.

COMMUNICATIONS & RELATIONSHIPS

- Establishes and maintains professional, effective working relationships with internal and external clients, the general public and outside agencies.
- Assists in the preparation of complex, confidential reports, correspondence and documents (statistical, text, and graphs).
- Accepts and handles complaints and enquiries successfully with tact and diplomacy.
- Understands and interprets oral and written instructions.
- Composes non-routine letters and memoranda without dictation.
- Manages a wide variety of assignments simultaneously and effectively.
- Maintains complex records to assemble and organize data for report purposes.
- Organizes and prioritizes workload, meets deadlines and works under pressure.

TECHNOLOGY

- Updates Saanich Police personnel databases.
- Manages documents and information on the Professional Standards Office (PSO) and Office of the Complaints Commissioner (OPCC) databases.
- Maintains departmental inventory, including updating spreadsheet as equipment acquired and disposed of; liaises with all divisions and staff verifying equipment in place; makes arrangements for appropriate disposal of equipment, etc.
- Maintains CUPE personnel, Police personnel and general office filing systems.
- Maintains appropriate security protection and backup of electronic documents.
- Maintains proficiency in standard office automation systems.

QUALIFICATIONS:

- Two years post secondary education in disciplines such as business administration or public administration, or an equivalent combination of education and experience in related disciplines.
- Two years experience at a senior professional support level.
- Proficient in using Windows-based word processing, database, spreadsheet, and email applications.
- Fast and accurate keyboarding skills (55 wpm).
- Experience taking minutes and transcribing dictation.
- Thorough knowledge of business English, spelling and punctuation.
- Thorough knowledge of the structure of a police department and its administrative practices and procedures.
- Considerable knowledge of the Saanich Police Department and municipal policies, practices and procedures.
- Must pass/maintain the required police enhanced reliability security clearance check including polygraph.