

Job Information

Job title	Administrative Assistant - Uniform	Job Code: AASTUN	Pay Grade: I
Title of immediate supervisor	Inspector of the Patrol Division		
Department/Division	Police		
Prepared by	N. Pallan		
Date Created	Mar 4, 2015	Revised date	Jan 5, 2016
Chief's Signature		Date	

Job Purpose

Provides confidential clerical and administrative work. Organizes administrative systems and procedures and assists with the implementation of new programs; administers program budgets, coordinates the flow of information and documents and maintains confidential personnel files. Relieves the Inspector, Patrol Division of detail and acts with some authority on routine matters. Provides information to employees, Court Officials and members of the public on a wide variety of departmental matters.

Duties and Responsibilities

- Provides administrative and secretarial services to the Patrol Division, including the Inspector such as transcribing of recorded dictation, composing, typing, and preparing confidential correspondence and numerous and varied reports, preparing meeting agendas, arranging meetings and taking minutes.
- Manages the departmental cellular phone accounts, arranging for new phones and cellular service plans.
- Develops and establishes administrative methods and procedures for the Division, and provides input on new or revised procedures.
- Requires a sound understanding of policies, procedures and regulations.
- Maintains the Division's confidential files on a wide variety of matters, including sensitive personnel matters and citizen complaints.
- Enters and updates a variety of information pertaining to the task area into the appropriate police database system(s).
- Assists with the annual Uniform Division budget.
- Administers divisional programs such as Counter Attack and UVic Enhanced Service by monitoring budgets, invoicing, statistical tracking and processing police member payments.
- Liaises with the public, municipal employees and outside agencies as required.
- Orders and maintains stationery, equipment, supplies.
- Prioritizes work, meets deadlines and works under pressure.
- Manages the flow of information and documents in the Division, and sets up files, records and office filing systems.
- Applies relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental polies and procedures.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent supplemented by one year of post-secondary courses in an Office Administration Program, including courses in word processing and spreadsheets.
- Three years related experience within the Police Department including proficiency with the inquiry functions of the national police systems, PRIME and CPIC.
- Demonstrated ability with respect to use of grammar, punctuation, spelling and proof-reading.
- An equivalent combination of education and experience may be considered.

- Keyboarding speed of 55 wpm.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Must pass/maintain the required enhanced reliability security clearance.

Physical Requirements

No physical activity required.

Working Conditions

Works in a police office environment and must withstand adverse conditions associated with police work.