

Job Information

Job title	Administrative Assistant - Patrol Division		
Title of immediate supervisor	Inspector / Staff Sergeant		
Department/Division	Police		
Prepared by	N. Hubler		
Date Created	Mar 4, 2015	Revised date	Nov 26, 2024

Job Purpose

Provides confidential clerical and administrative work in support of Patrol Division operations. Organizes administrative systems and procedures. Assists with the implementation of new programs. Administers program budgets, coordinates the flow of information and documents and maintains confidential personnel files. Provides direct administrative support to the Patrol Division Inspector with delegated authority to manage routine administrative matters on their behalf. Provides information to employees, Court Officials and external stakeholders on a wide variety of departmental matters.

Duties and Responsibilities

- Provides administrative support to the Patrol Division, including the Inspector such as transcribing of recorded dictations, composing, typing, and preparing confidential correspondence and numerous and varied reports, preparing meeting agendas, arranging meetings, taking minutes, and distributing minutes from meetings.
- Creates, updates and maintains all electronic Daily Work Schedules, Group Time Records, and Individual Time Records for the Patrol Division and IMCRT
- Audits monthly cellular phone bills for all police personnel and addresses erroneous charges.
- Receives, processes, and manages all Law Enforcement Notifications and Denotifications for Criminal Court and Traffic Court Hearings.
- Liaises with Crown Counsel regarding the status of criminal court matters for active and retired members.
- Manages the processing of Summons and Subpoenas, verifies addresses through CPIC, assigns follow- ups to police officers/CSOs and supervises the HCSS workflow in PRIME.
- Manages the administrative processes relating to police vehicle Motor Vehicle Incidents (collisions).
- Makes divisional purchases, reviews and approves invoices, and manages purchasing card transactions.
- Assists with coordinating and managing callouts for overtime shifts related to special duties.
- Administers divisional programs such as Counter Attack, Targeted Enforcement, and UVic Enhanced Service by monitoring budgets, invoicing, statistical tracking and processing police member payments.
- Develops and establishes administrative methods and procedures for the Division and provides input on new or revised procedures.
- Conducts regular audits of the Dive Team Budget to identify and resolve discrepancies.
- Processes officer's scheduling, leave and training commitments and enters the dates into the court services computer system (JUSTIN).
- Reports any leave/court conflicts to the required supervisor or manager and follows up with stakeholders for resolution.
- Adds, maintains, and updates a variety of information pertaining to the Divisional area into the appropriate police database system(s). Tracks expenditure and correspondence related to budget requests and unanticipated costs from the Patrol Division budget.
- Liaises with the public, municipal employees and outside agencies as required.
- Works independently with minimal supervision to prioritize tasks and meet prescribed deadlines.
- Proven abilities to manage time effectively and work under pressure.

- Manages the flow of information and documents in the Division. Establishes and maintains hardcopy and electronic record keeping systems to track, retrieve, and archive Patrol Division information.
- Applies relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental policies and procedures.
- Orders and maintains stationery, equipment, supplies.
- Maintains a high level of confidentiality and security of information in all aspects of their work. Requires dealing with sensitive information in a professional manner.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent, plus an additional program up to one year full-time office/administration training or equivalent.
- Three years administrative support and experience within a police department including proficiency with the inquiry functions of the national police systems (PRIME and CPIC) and the Justice Information System (JUSTIN).
- Strong technical writing skills 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 and polygraph.

Physical Requirements

No physical activity required.

Working Conditions

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