

I. Office Manager

1. Job Objectives:

This position is responsible for managing the office procedures and as well as other below listed job functions as it relates to office support, and other specific areas related to the necessary programs and duties within the department.

2. Primary Job Functions:

- a. This position is responsible for assisting in any administrative duties as needed.
- b. This position is responsible for overseeing the tow lot, releasing vehicles, retaining tow records, and mailing proper paperwork for vehicles in the impound.
- c. This position has evidence room custodian responsibilities. The custodian is responsible for all property and evidence accepted by or stored in the property room storage area, evidence drops, and cages; and returning property. The custodian will also be responsible for conducting audits of the evidence room.
- d. This position will be responsible for performing fingerprint cards for civilians once trained.
- e. This position will be responsible for assisting the Code Enforcement Officer in their daily tasks as needed.
- f. This position will be the false alarm coordinator.
- g. Responsible for all duties related to Gov Deals for the Police Department and City of Mt. Washington.
- h. This position will be responsible for grant writing and police department monitoring.
- i. This position may be responsible for crime scene investigations once trained.
- j. This position will be the supervisor of the administrative assistant.

3. Secondary Job Functions:

- a. This position is responsible for screening incoming calls and determining proper action. This responsibility includes emergency and non-emergency calls
- b. This position is responsible for collecting payment for accident reports, vehicle identification number checks, incident reports and

cost recovery funds, tow lot fees

- c. This position is responsible for preparing the reports for the newspaper
- d. This position is responsible for creating copies for reports for the residents, insurance companies and other law enforcement personnel who may request copies
- e. This position is responsible for ordering office supplies for the police department
- f. This position is responsible for balancing cash drawer and providing receipts and cash to the Chief for daily-weekly deposits
- g. Responsible for maintaining all of the police departments records and reports, also purges records when required by law to do so
- h. This position is responsible for assisting the public by answering questions or taking complaint statements from those who wish to file complaints in person
- i. This position is responsible for performing a variety of office support functions, to include, but not limited to, answering questions from department personnel, public

4. Equipment Knowledge:

- a. This position must have the ability to operate the computer/printer,
- b. This position must have the ability to operate the phone center, fax, copiers

5. Critical Skills/Expertise:

- a. This position must have a thorough knowledge of City policies
- c. This position must be able to read maps, charts and diagrams.
- d. This position must have thorough knowledge of Microsoft Office and other computer programs.
- e. This position must be able to perform basic math functions.
- f. This position must have extensive knowledge of Department rules, regulations, policies, and procedures
- g. This position must have the ability to provide office support to department personnel and operations
- h. This position must have the ability to effectively communicate, both in writing and verbally, with public and emergency personnel
- i. This position must have the ability to be a self-starter to take appropriate independent action and persistently display an active, motivated effort.
- j. This position must have the ability to sort through available

information, and identify relevant details, prioritize information and make reasonable and rational decision based upon current information.

k. This position must be able to comply with all rules and procedures.

6. Educational Requirements:

a. This position must have a High School diploma or equivalent plus related work experience.

b. 2-5 years of office and basic accounting experience is preferred

c. Training in grant writing

d. Training in fingerprints and crime scene investigation

7. Reporting Responsibility:

a. This position reports to the Assistant Chief/Major of Administrative Bureau