



24. Be dependable and meet acceptable attendance requirements at all times
25. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or written.
- B. Act as receptionist, handle walk-in customer.
- C. May assist with ordering equipment and supplies
- D. Perform other related duties as assigned by Chief of Police.

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

#### **Knowledge of:**

- Laws, rules, and regulations applicable to assigned operations.
- Department procedures, policies, and terminology and law enforcement operations.
- Modern office procedures, methods and computer equipment.
- Public relations
- Inter-agency cooperation
- General understanding of Nevada State Law.
- English usage, spelling, grammar, punctuation; business letter writing and basic report preparation techniques.
- Leadership and training abilities.

#### **Ability to:**

- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Type at speed necessary for successful job performance.
- Communicate effectively both verbally and in writing
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Balance budget accounts
- Utilize effective time management and goal setting skills
- Perform multiple tasks against strict deadlines
- Obtain information from department members
- Perform duties under strict timelines and stressful conditions.
- Analyze a situation and make sound recommendations and decisions
- Work independently on assigned projects involving research and data collection
- Interact with employees based on law enforcement practices and procedures
- Use computer, printer, fax and telephone on a continual basis; occasionally use typewriter
- Stay calm in emergency situations and organize dispatch procedures.
- Establish effective working relationships with the general public and City employees.
- Work non-standard hours such as evenings, weekends and holidays.

#### **Special Requirements:**

Residency Requirement: Must be able to respond within 30 minutes from residence.

#### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree in Business administration, public administration or executive secretarial certificate program preferred.

Experience: Two years of executive secretary/administrative assistant experience, preferably in law enforcement.

Training: Speak and write Spanish preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

### **Physical Requirements**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads of up to 25lbs.

### **Job Hazards/Risk Factors:**

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids; risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved;

September 2002

July 2006

Oct 2009