<div align="center">**Vicksburg Police Department**
Job Description</div>

Job Title: Administrative Assistant/Payroll Admin.
Department: Vicksburg Police Department
Reports To: Chief of Police
FLSA Status: N
Prepared By: PMT
Prepared Date: February 12, 2003
Approved By: Lamar Horton
Amended and Approved by Antoinette Bradley, April 2018

Summary
Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing various duties

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs routine clerical and administrative work involving answering phones, receiving the public, and data processing.
Answers in-coming calls to the Chief of Police office. Screens and routes callers and provides information as required Usinger moderate independents judgement.
Receives the public and answers questions; responds to inquiries from employees, citizens, and others using a high degree of independent judgement and refers to appropriate persons.
Directs clerical assignments of pre-employment investigations.
Process supply order requests and distribute materials and supplies to command staff.
Receives, stamps, distributes incoming mail, and processing outgoing mail.
Composes, types, and edits a variety of official correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
Inputs data to standard office and departmental forms; makes simple posting to various reports, crime reports; compiles tabulated data.
Prepares records such as notices, minutes, and resolutions.
Schedules appointments, performs other administrative and clerical duties.
Acts as custodian of departmental documents and records including confidential personnel files. Establishes and maintains filing systems, controls records and indexes using moderate independent judgment.
Operates listed office machines as required.

<u>**Additional Duties:**</u>
Prepares departmental flyers and pamphlets
Prepares PowerPoint presentations and speeches for the Chief of Police.
Arranges travel plans for Command Staff
Completes Travel Expense Summary Reports on all trips involving Command Staff
Maintains calendar for Chief of Police - Update calendar with events, meetings, schedule, confirm, and approve appointments
Prepares departmental Board actions and submit to HR Department to be added to board meeting agenda
Prepares departmental disciplinary actions
Prepares pay adjustments, promotion, and transfer paperwork for all police department employees
Prepares Officers annual increase and submit to Board of Mayor & Aldermen for approval
Creates and maintain personnel file on all police department personnel

Ensures new employees are explained, understand, and sign documents and file in personnel file

Security Card Access
Programs, activates, and edits security access cards for the department personnel.
Maintains and updates departmental security access cards with changes.
Monitors and catalogs a list of all employees and city personnel issued departmental security card access.
Track departmental security access cards that are signed in/out from the Front Desk.

MLEOTA (Mississippi Law Enforcement Officers Training Academy):
Prepares MLEOTA applicant submission packet for all new officers attending training.
Submits applicant submission packets to MLEOTA prior to registration for new officers attending training.
Reviews submitted packets to ensure information is correct and all required documentation is attached.

Payroll
Maintains employee time and attendance files for police department (consisting of 89 employees.)
Answers payroll related questions from employees.
Records data concerning transfer of employees between departments.
Enters payroll data on ledgers, control sheets, other accounting records.
Prepares periodic financial, statistical, or operational reports as assigned.
Compiles payroll data such as hours worked, taxes, insurance, and employee identification number, from time sheets and other records.
Reviews employee time sheets for required departmental signatures.
Reviews wages computed and correct errors to ensure accuracy of payroll
Maintains payroll related employee leave records such as Sick, Vacation, FMLA, Military leave.
Maintains record of military leave time utilized by all military personnel.
Maintains records of leave pay and non-taxable wages.
Maintains and update Employee Salary Records when changes occur. (i.e. annual increases, raises, etc.)
Provides clerical support to other finance staff as required.
Provides Grants Division personnel with necessary payroll documentation for officers participating in Occupant Protection Grant (OPG) Details.

Supervisory Responsibilities
None.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Must have at least an Associate's Degree (A.A/A.S.) and 2 years of work related experience; or High School diploma or General Education Degree (G.E.D.) and at least 4 years of related experience and/or training; Must have basic computer skills and type 45 words per minute.

Language Skills
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills
To perform this job successfully, the individual will have a satisfactory working knowledge of Microsoft Office applications and systems.

Certificates, Licenses, Registrations
Must have and maintain a valid State of Mississippi driver's license

Other Skills and Abilities
Must have good organizational skills and be able to interact effectively with the public; Must have good computer, typing, and phone skills. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

Skill to operate the following tools and equipment: Personal Computer, including Microsoft Office applications and programs, such as but not limited to: spreadsheet software; central financial computer; 10-key calculator, phone, fax, and copy machine.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively, verbally, and in writing; ability to establish successful working relationships; ability to work under pressure and /or frequent interruptions.

Other Qualifications
Overtime, flexible work schedule and on call work status is not a normal requirement of this position, but will be assigned, as needed.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.