

**Vicksburg Police Department  
Job Description**

APPROVED AND ACCEPTED  
IN BOARD MEETING

DEC 04 2023

---

**Job Title:** Executive Assistant/Payroll Admin.  
**Department:** Vicksburg Police Department  
**Reports To:** Chief of Police  
**FLSA Status:** N  
**Prepared By:** PMT  
**Prepared Date:** November 27, 2023  
**Approved By:** Chief Penny Jones

**Summary**

Schedules appointments, gives information to callers, and otherwise relieve 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.

Perform routine clerical and administrative work involving answering phones, receiving the public, and data processing.

Answer incoming calls to the Chief of Police office. Screens and routes callers and provides information as required using moderate independent judgement.

Receive 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.

Direct clerical assignments of pre-employment investigations.

Process supply order requests and distribute materials and supplies to command staff.

Receive, stamp, distribute incoming mail, and processing outgoing mail.

Compose, type, and edit 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.

Prepare records such as notices, minutes, and resolutions.

Schedule appointments, performs other administrative and clerical duties.

Acts as custodian of departmental documents and records including confidential personnel files.

Establish and maintain filing systems, controls records and indexes using moderate independent judgment.

Operates listed office machines as required.

Prepare departmental flyers and pamphlets

Prepare PowerPoint presentations and speeches for the Chief of Police.

Arrange travel plans for Command Staff

Complete Travel Expense Summary Reports on all trips involving Command Staff

Maintain calendar for Chief of Police - Update calendar with events, meetings, schedule, confirm, and approve appointments

Prepare departmental Board actions and submit to HR Department to be added to board meeting agenda

Prepare departmental disciplinary actions

Prepare pay adjustments, promotion, and transfer paperwork for all police department employees

Prepare Officers annual increase and submit to Board of Mayor & Aldermen for approval

Create and maintain personnel file and training file on all police department personnel

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

### **Security Card Access**

Program, activate, and edit security access cards for the department personnel.  
Maintain and update departmental security access cards with changes.  
Monitor and catalog 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):**

Prepare MLEOTA applicant submission packets for all new officers attending training.  
Submit applicant submission packets to MLEOTA prior to registration for new officers attending training.  
Expedite new and renewal applications for Intoxilyzer Certification for law enforcement officers.  
Review packets to ensure information is correct and all required documentation is attached.

### **Payroll**

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

### **Online Report Analyst**

Monitor Online Reporting for incident submissions daily.  
Review all Online Report incident submissions for validity.  
Determine if reports meet the criteria to generate a logged Incident Report and Case Number.  
Maintain and track all Online Report submissions on an Excel spreadsheet to include Name, Submission Date, Contact Name, Telephone Number, Case Number and Officer Name.  
Generate an email to notify Claimaint that the submission was converted to a Report and provide the case number to Claimaint.  
Generate an email to notify Claimaint that the Online Incident Report did not meet criteria to generate a logged Incident report.  
Transmit a list of all reports to \_\_\_\_\_ that were submitted on biweekly basis.

**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.

**Admin. Assist/ Payroll**

**Education and/or Experience**

Must have at least a Bachelor's Degree (B.A/B.S.) and two years of work related experience. 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.