

POSITION DESCRIPTION

Position Title: Administrative Assistant I
Department: Police
Division: Investigations
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: July 9, 2025

GENERAL PURPOSE:

Performs a variety of clerical, secretarial, and administrative work in answering telephones, providing customer assistance, maintaining files, preparing reports for investigators, courts, and other agencies, and data processing. Provides administrative support to the Detective Sergeant and the Investigations Lieutenant.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Detective Sergeant, Investigations Division.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Duties listed below do not include all tasks which may be performed.)

- Receives and screens incoming telephone calls and walk-in requests for the Detective Division. Responds to inquiries from employees, citizens, and other agencies. When necessary directs to appropriate persons.
- Transcribes and proofreads dictation consisting of letters, reports, 911 tapes and sworn statements for the Detective Division.
- Transcribes for various departments, including Patrol, DCF, CAC and the County Attorney.
- Types and edits correspondence to citizens, updating and informing them regarding the status of their case.
- Prepares necessary reports and forms for detective staff for investigative purposes.
- Prepares forms and materials needed for processing fingerprints.
- Maintains City Pawn records by entering data into Leads Online and checks for stolen items through NCIC. Informs other agencies by mail of items pawned in Leavenworth by individuals living in their cities.
- Maintains all forms and office supplies for the detective division.
- Maintains records of updated wanted posters for the detective division.
- Records and disseminates reports sent to the District Court, Fire Department, SRS, Attorney General, and other Law Enforcement Agencies.
- Accesses information from CAD Records, ProPhoenix, DDSI and NCIC.
- Primary contact person for detectives, as well as back up contact for the Chief's Secretary.
- Assists officers and administrators with collection of reports and information, completion of forms, memos, special correspondences, detailed listings and rosters.
- Develops and maintains effective working relationship with the public, departmental personnel, and other connected City and County agencies.

- Receives citizen complaints, which may be hostile, or of a sensitive nature, and refers to proper staff personnel for resolution.
- Ability to access case information and perform criminal history checks, including Triple I and FBI checks. This access is limited to Police Telecommunications, the Record's Supervisor, and the Administrative Clerk.
- Retrieves DL photos and personal information for the detective division from a secure site via the Internet's RSA System. This is limited access available to Police Telecommunications, the Administrative Clerk and one Detective.
- Performs all other duties, as assigned.

PERIPHERAL DUTIES:

- Available on a call-in basis to assist detectives when statements must be transcribed immediately for the County Attorney's office.
- May serve as a member on various department/City committees.
- Performs secretarial and related duties, as requested, when Chief's secretary is unavailable.
- Assists Administrators by transcribing confidential Professional Standard Investigation (PSI) statements.
- Records and transcribes minutes for meetings during annual planning for special security events, i.e. anarchists.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent.
- Two years experience in performing secretarial or general office and clerical duties.
- Must be able to type a minimum of **40 WPM**. Typing test is administered at the Leavenworth Workforce Partnership Center.
- Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Extensive experience with computers and integrated software applications.
- Ability to deal effectively with public complaints that may be confrontational.
- Ability to handle stressful situations and constant interruptions.
- Ability to read, write and speak fluent English.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough working knowledge of computers and computerized word-processing systems; Working knowledge of modern office practices and procedures.
- Skill in operating listed tools and equipment.
- Ability to multi-task and work independently, with little supervision; Ability to communicate effectively and courteously, verbally and in writing, with the general public and with co-workers; Ability to handle urgent situations calmly and efficiently; Ability to maintain confidentiality; Ability to deal with sensitive, and sometimes offensive matters, when transcribing, or dealing with the public.

TOOLS AND EQUIPMENT:

Personal computer including e-mail, word processing, spreadsheet and data base software; Multi-line telephone system; Mainframe Computer Terminal; Printer; Copy Machine; Fax Machine; Calculator; Scanner; Lanier Transcriber; Dictaphone; Typewriter.

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 the 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 required to sit for long periods of time, to speak clearly and distinctly, and to hear. The employee must be able to input information to a computer keyboard and must be able to read printed and electronically reproduced material. The employee must be capable of lifting and carrying up to 30 pounds.

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 moderately quiet, and citizens, employees and telephone calls, disrupt work frequently. The work area is not open to the public and consists of an office located near the Detective Division within the Police Department.

SELECTION GUIDELINES:

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check, polygraph and post-offer medical examination to include a drug screen.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY

Department Head

Date

HR Director

Date