

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Admin. Asst. III **GR:** 103 **DATE:** 09/26/2025
DEPARTMENT: Police Department **DIVISION:** Administration **FLSA:** Non-Exempt
REPORTS TO: Assigned Div. Captain **APPROVED:** _____ **JOB CODE:** 3082

GENERAL DESCRIPTION:

Under general supervision, performs a wide variety of administrative duties for unit, division or department head; assists in keeping department policies and procedures. Work varies, individual judgment is required within generally prescribed standards and procedures.

TYPICAL DUTIES:

- Keeps and maintains departmental files for accreditation; researches, locates, and creates accreditation proofs of compliance; educates employees on accreditation process; participates in accreditations reviews and attends required accreditation training.
- Assists with development and maintenance of policies and procedures; assists with administration of departmental accreditation, policy and training software system.
- Assists with uploading and assigning training through departmental training software; monitors CPOST required training and adds training documentation for sworn officers.
- Oversees one or more departmental security software systems including assigning permissions and issuing access to secure areas of buildings and grounds.
- Provides backup for Public Safety Administrator including processing confidential information regarding personnel and proposed actions; processes departmental accounts payable and prepares forms.
- Creates and maintains departmental forms, booklets, flyers, spreadsheets, presentations and related documents.
- Assists in the organization of department programs; performs special projects as needed.
- Handles office mail; screens phone calls; schedules appointments; maintains records for limited office funds; assists with program organization; performs assigned special projects.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

May lead other administrative support workers.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Requires skills in typing, bookkeeping, computer applications and other clerical functions.
- Four (4) years of progressively responsible clerical work with strong computer experience desired.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Use personal computer and software to manage database and records information. (Daily)

Sort, file, record, input data or information. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):

Type accurately at or above 40 words per minute. (Daily)

Properly account for materials, supplies and funds. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

Maintain knowledge of required accreditation policies and documentation.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 85 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Occasionally express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to schedule appointments.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, scanner, tablet, folding machine, binding machine, laminator, telephone, fax machine and typewriter.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.