



The City Beautiful

City of Coral Gables Job Description

Job Title:	Police Support Services Assistant	Prepared Date:	10/06
Department:	Police	Approved By:	
Classification:	5014	Approved By:	
Pay grade:	15C		
FLSA:	Non-Exempt		

Summary

Performs technical and specialized clerical duties.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists in the monitoring of the building security systems. Detects security computer software problems and makes corrections. Communicates with contracted security system vendor. Implements employee security badging program.

Orders, ships and receives all department equipment and supplies. Checks budget and prepares purchase requisitions.

Receives requests for building maintenance and repairs. Determines type of repair work required and notifies appropriate City department, contractor or service provided. Maintains service records.

Maintains vendor contracts and acts as liaison between department and vendors. Processes contract renewals.

Performs clerical duties to include word processing, payroll functions, record keeping and filing. Assists in the preparation and monitoring of the budget. Operates computer and other office equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies and procedures. Knowledge of building security system and related computer software programs. Knowledge of security badging system and related computer software programs. Ability to assist in budget preparation and payroll functions. Ability to maintain records and files. Ability to determine required building repair work. Ability to operate computers and other office equipment. Ability to understand building security and security badging computer software programs.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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Minimum Education and Experience

Graduation from high school or possession of an acceptable equivalency diploma. Three years of secretarial experience to include computer operations.

A comparable amount of training or experience may be substituted for the minimum qualifications.