



**Job Title: Senior Office Assistant – Police Department**

**Department:** Police

**Immediate**

**Supervisor:** Police Chief

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 1/26/2010	<b>Revision Date:</b>	

**BRIEF DESCRIPTION OF THE JOB:**

Serve as initial contact/receptionist for the Police Department. Receives applications and related materials and coordinates their distribution as required. Maintains and updates official records, documents and files. Perform administrative, clerical and phone duties. Provide general office support services. Coordinate office and department activities and/or special projects. Greet visitors, receives and distributes telephone calls, messages and mail. Serve as a department resource.

**ESSENTIAL FUNCTIONS:**

*Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.*

**Physical Strength Demands/Codes**

<b>S</b> = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
<b>L</b> = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
<b>M</b> = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
<b>H</b> = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
<b>V</b> = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serve as initial contact/receptionist for the Police Department. Receives applications and related materials and coordinates their distribution as required.
2	S	Maintains and updates official records, documents and files. Coordinates their retrieval and retention.
3	S	Performs administrative, clerical and phone duties, such as typing and transcribing correspondence, composing letters, maintaining records and files, processing paperwork and reports, and transferring calls and taking messages.
4	S	Provide general office support services, such as maintaining stock levels and ordering supplies and/or equipment, maintaining records of purchases, reconciling funds, sending and receiving faxes, and making and collating copies.
5	S	Coordinate office and department activities and/or special projects, such as arranging for and scheduling meetings, provides training as appropriate, performing duties related to special assignments/projects, and researching information to assist supervisor.
6	S	Greet visitors, receives and distributes telephone calls, messages and mail. Provides information, answers questions regarding department activities and special projects.
7	S	Serves as reference source and initial contact for the public and staff.

# Town of Sahuarita, Arizona



8	S	Maintains and attends training in professional organizations as required.
9	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
10	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



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**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Requires High School Diploma or General Equivalency Diploma (G.E.D.) Additional education would be preferred, such as at a community college, or vocational, business, technical, or correspondence school.
Experience	Requires three years administrative, secretarial or clerical experience in a business office. Experience working in a municipal setting or with records retention management is preferred.



## PHYSICAL DEMANDS

### Frequency Code Scale

<b>N = Never</b>	<b>R = Rarely</b>	<b>O = Occasionally</b>	<b>F = Frequently</b>	<b>C = Continuously</b>
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers	Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment	Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Walking	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site	Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input type="checkbox"/> Driving <input type="checkbox"/> Observing work site
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Balancing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input type="checkbox"/> Driving	Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files	Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input checked="" type="checkbox"/> Monies	Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground	Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches	Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public
Other		Explain:			



**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, general office supplies, computer, scanner, printer, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	N	Dirt and Dust	N	
Chemical Hazards	N	Extreme Temperatures	N	
Electrical Hazards	N	Noise and Vibration	N	
Fire Hazards	N	Fumes and Odors	N	
Explosives	N	Wetness/Humidity	N	
Communicable Diseases	N	Darkness or Poor Lighting	N	
Physical Danger or Abuse	N			
Other				

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	X
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	X
Typical 40 Hour Work Week	X
Overtime	X
Call Out	
Other	

**PROTECTIVE EQUIPMENT REQUIRED:**

N/A



**NON-PHYSICAL DEMANDS:**

<b>N = Never</b>	<b>R = Rarely</b>	<b>O = Occasionally</b>	<b>F = Frequently</b>	<b>C = Continuously</b>
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
<b>NON-PHYSICAL DEMANDS</b>				
Time Pressures				F
Emergency Situations				R
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				R
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				C
Noisy/Distracting Environment				R
Performing Mathematical Calculations				O
Supervision and/or Managerial				N

**EXPECTED BEHAVIOR:**

The incumbent is expected to embrace, support, and promote the Town’s values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

375 W Sahuarita Center Way, Sahuarita, Arizona 85629 - (520) 822-8813 – Fax (520) 822-8895

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**SIGNATURES — REVIEW AND COMMENT:**

I reviewed and understand this job description and I accept the stated Expected Behavior described.

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Signature of Employee

Date

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Job Title of Immediate Supervisor

Signature of Immediate Supervisor

Date

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Job Title of Department Director

Signature of Department Director

Date

**Comments:**

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