

**CITY OF BLACK HAWK**  
**2016 Job Description**

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**JOB TITLE:** Administrative Assistant/  
Training Coordinator                      **DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief                      **EXEMPT:** No

**HIRING RANGE:** \$24.7600 - \$28.4741 / HR

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**SUMMARY**

The Administration Assistant/Training Coordinator is a non-sworn classified position responsible for providing key duties within the Police Department to include: coordinating and documenting all department training within the department, managing the department's policy manual, composing letters, ordering supplies, scheduling appointments, monthly reconciliation of petty cash, and tracking accounts consistent with the duties of an Administrative Assistant.

This employee must be a self-starter and work under a minimal amount of supervision. The employee has access to sensitive and confidential information and must be able to adhere to strict policies concerning evidence preservation. The employee must be able to communicate effectively with all employees within the City, including law enforcement agencies, vendors and citizens, while being able to prioritize the workload and effectively multi-task. It is necessary for the employee to be very knowledgeable in the area of grammar and spelling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages the retention, protection, retrieval, transfer and disposal of personnel files, supervisory inquiries, internal affairs, and letters of instruction, training logs, management logs and evaluations.
- Maintains training files for the entire department including statistical reporting.
- Coordinates training classes with vendors as needed.
- Schedules courses for employees attending training.
- Maintains CIRSA records to ensure standards are met.
- Monitors officer training for compliance with State of Colorado POST standards.
- Generates quarterly reports regarding POST certifications for officers.
- Inputs mandatory training as prescribed by Colorado POST for all employees into their web-site.
- Coordinates the dispensing and maintenance of various manuals such as drug identification bible, driver's license manual, CCPA and Colorado Peace Officer's Handbooks.
- Coordinates equipment for repairs.
- Tracking and coding of all department bills to be sent to finance.
- Monitors department budget as needed.
- Assists with creating and updating Standard Operating Procedures related to the Department's Policy Manual to include coordinating and updating the Lexipol policy manual

- Tracks each employee's uniform allowance.
- Performs monthly reconciliation of petty cash and monthly money funds for Records and Municipal Court.
- Orders supplies including normal office supplies, patrol uniforms, civilian clothing, weapons, body armor, range supplies, ammunition, drug testing kits, , furniture and communications department equipment.
- Effectively represents the organization to department employees, customers, other city departments, other criminal justice agencies and the general public.
- Composes a variety of correspondence independently from verbal or written instruction.
- Performs a wide variety of complex and confidential assignments for the Chief of Police.
- Trains employees on completing training requests and submitting supporting documentation for expenses.
- Supports the Evidence Technician as needed
- Coordinate with locksmith and maintenance department for building needs and repairs

### **SUPERVISION RESPONSIBILITIES**

None

### **WORKING RELATIONSHIPS**

Will maintain effective and friendly working relationships with all City employees, vendors, and citizens.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern office procedures, techniques and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, district attorneys, other law enforcement agencies, Colorado Bureau of Investigations, offender's and victims.
- Professional demeanor in and out of the office.
- Numerical and alphabetical filing systems.

#### **Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.
- Use resources effectively and efficiently
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- File and maintain extremely sensitive and confidential personnel documents.
- Identify needs of department, i.e. before need arises and advise supervisor.
- Be a team player and to establish and maintain an effective and responsive working relationship with peers.
- Work on projects with brief deadlines and exercising sound judgment when prioritizing work.

#### **Certifications:**

- Valid Colorado driver's license with a safe driving record.

## **EXPERIENCE AND EDUCATION**

- Two years office experience with customer service experience.
- Graduate from high school or equivalent to completion (G.E.D.).

## **PHYSICAL DEMANDS**

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Carryout light physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carryout conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.

## **NECESSARY REQUIREMENTS**

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a Credit Reporting Bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified. Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include, but not limited to seat belts, body armor, safety glasses, ear protection, etc.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.