

**City of San Rafael
Job Class Specification**

Job Title: Police Administrative Technician I/II

SUMMARY

Performs a variety of police department business office functions related to budgeting, accounting and payroll, personnel and benefits.

General supervision is provided by the Police Support Services Supervisor. Responsibilities may include training and/or indirect supervision of lower level personnel. This classification is distinguished from the Police Civilian Supervisor classification, which is assigned as a unit supervisor.

DISTINGUISHING CHARACTERISTICS

Police Administrative Technician I - This is the entry level class in the series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks, progressing in their assignment of more complex tasks as procedures and processes of duties are learned.

Police Administrative Technician II - This is the full journey level class in the series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Incumbents in this classification are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex tasks.

These positions are not flexibly staffed, and advancement is not automatic from one level to the next. Incumbents will be required to apply for advancement as vacancies exist or may be promoted per Department Director recommendation and Administrative Services Director and City Manager approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Processes, maintains and disseminates a wide variety of confidential Police Department personnel records and files; organizes and prepares documents for employee salary adjustments.
- Prepares and audits payroll data submitted for accuracy of employee paychecks and enters information into the computer; responds to inquires regarding payroll and employee benefits.
- Assists in management of workers compensation claims for department employees.
- Compiles and completes data used in the development of the departmental budget.
- Receives, codes and processes invoices and purchase orders for payment; verifies account numbers and amounts; prepares requisitions for purchase orders; contacts City staff and vendors regarding invoices and reconciles accounts.
- Prepares invoices for various billings and receipts in revenue.
- Operates a computerized office support system.
- Prepares identification cards for all City Employees.
- Issues and maintains Petty Cash.
- Performs a variety of secretarial and clerical duties for department personnel, such as screening calls and routing mail.

- Prepares a variety of periodic reports and other general correspondence.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy. Reconciles discrepancies, resolves problems.
- Reviews computer printouts against manually kept ledgers and makes corrections.
- Acts as a liaison with Payroll and Human Resources on employee-related items such as time sheet reporting, benefits enrollment & questions, leave of absence tracking, etc.
- Performs related duties as required.

KNOWLEDGE OF:

- General bookkeeping, basic accounting, data entry and clerical functions
- City and Department policies and procedures.
- Information technology, personal computers and related software applications.
- Payroll systems and procedures

ABILITY TO:

- Work independently in the completion of assignments
- Keyboard at a speed sufficient to perform job duties
- Prepare and maintain a variety of organized accounting records
- Operate modern office equipment including a PC and related software

LANGUAGE, MATHEMATICAL AND REASONING SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to public other employees of the organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION, CERTIFICATION AND EXPERIENCE

Police Administrative Technician I: High school diploma or general education degree (GED). Bookkeeping training or college courses in accounting preferred. Four years experience in preparation and maintenance of accounting, payroll, or financial records; or equivalent combination of education and experience.

Police Administrative Technician II: in addition to the requirements for the Police Administrative Technician I, this level requires at least 5 years of experience at the Police Administrative Technician I level or demonstrated ability to successfully complete the essential duties and responsibilities at the full journey level with a high degree of autonomy.

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 this 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 regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police

FLSA Status: Non-Exempt

Prepared By: SRPD Succession Planning Committee

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