



City of Ankeny Iowa  
**Administrative Assistant**

<b>SALARY</b>	\$27.03 - \$36.27 Hourly \$56,214.00 - \$75,442.00 Annually	<b>LOCATION</b>	411 SW Ordnance Rd, Ankeny
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	00576
<b>DEPARTMENT</b>	Police Department	<b>OPENING DATE</b>	05/02/2024
<b>CLOSING DATE</b>	5/26/2024 11:59 PM Central		

## Function

The City of Ankeny is accepting applications for the fulltime Administrative Assistant position with the Ankeny Police Department. This position will perform highly responsible administrative and advanced clerical tasks under the direction of the Patrol Operations Captain; and to do related work as required.

The full salary range is **\$56,214 - 75,442** with a starting salary range of **\$56,214 - \$65,075**, depending on experience, plus excellent benefits. Pre-employment drug screen and background check required.

The City of Ankeny offers a comprehensive benefits package including:

- Vacation and Sick Leave
- Personal Leave
- Nine (9) Paid Holidays
- Health/Dental/Life/LTD Insurance
- Wellness Programs and Incentives
- Tuition Reimbursement and Continuing Education Programs
- Public Service Student Loan Forgiveness Benefit
- Defined Benefits Pension Plan Through IPERS
- Deferred Compensation Plan
- Voluntary Insurance Benefit Options
- Longevity Pay

***Deadline to apply is Sunday, May 26, 2024. Please apply online at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs) and upload a resume and cover letter providing details on how your experience and skills align with the position.***

## Principal Duties and Responsibilities

- Coordinates, monitors, and provides assistance where necessary to ensure the smooth running of research, staff studies, programs, projects, grants, and/or budgets. Provides regular updates and reports on the progress of these activities to ensure goals and objectives are met.

- Maintains and prepares accurate payroll data, including the preparation of overtime reports, reviews payroll for completeness and accuracy, and verifies various types of leave, such as overtime, vacation, sick leave, work comp, shift trades, FMLA leave, and return to duty.
- Researches and coordinates staff training registrations and travel arrangements in compliance with City policies and regulations.
- Ensures the proper maintenance of department credit cards, processes payments promptly as required, and performs transaction reconciliation.
- Serves as backup for the Administration Administrative Assistant to provide direction and assistance to the Command Staff.
- Uses various computer applications extensively, such as Microsoft Word, Excel and PowerPoint. Develops spreadsheets, databases, and other tools to streamline work efforts. Composes correspondence independently and maintains records and files.
- Conducts thorough research, compiles and analyzes data, and summarizes it concisely and accurately for use in preparing various documents such as audits, briefs, reports, contracts, correspondence, presentations, and meeting agendas; and maintains program goals and/or strategic plans.
- Records minutes of meetings as required and performs records and program management.
- Proficient in composing, editing, and proofreading a wide range of correspondence, reports, and forms.
- Arranges scheduling and coordinating meetings, conferences, and appointments for senior staff.
- Prioritizes and tracks time-sensitive events and assignments to ensure timely completion.
- Assists and/or prepares and designs graphic presentations to improve information sharing and comprehension.
- Performs confidential duties for the department.
- Transcribes confidential information to report form for use in court or intelligence files.

## Entry Requirements and Skills

Graduation from high school or an equivalent and three years clerical or general office experience.

Knowledge of standard office procedures and equipment and proficiency in operating a computer, with extensive knowledge and experience of Microsoft Office software applications; ability to learn and understand software and technology that is unique to law enforcement operations; ability to operate office machines, such as copy machine and fax; telephone etiquette; ability to maintain confidential data and information; ability to understand and carry out oral and written instructions, as well as departmental policies and procedures; ability to think critically, solve problems efficiently, and undertake challenging administrative tasks that require independent judgment and personal initiative; ability to have a tactful approach towards the public and maintain a positive attitude, even in high-stress situations; ability to establish and maintain effective working relationships with co-workers.

### REQUIRED SPECIAL QUALIFICATIONS:

- Ability to work with confidential material and information
- Must be able to become a Notary in the State of Iowa

### WORKING CONDITIONS:

- Works in office environment.

### PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear and understand normal range verbal communications.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work
- Must be able to lift, pickup, and/or carry equipment up to 30 pounds

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation. The City of Ankeny is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities who wish to apply for or serve as employees. To request a reasonable accommodation, contact the Human Resources Department at 515-965-6400 or email [dgean@ankenyiowa.gov](mailto:dgean@ankenyiowa.gov).

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**Agency**

City of Ankeny Iowa

**Address**

410 West 1st St

Ankeny, Iowa, 50023-1557

**Phone**

515-965-6400

**Website**

<http://www.ankenyiowa.gov>