

**City of Sheldon**  
**Sheldon Police Department**  
**Administrative Assistant (Part-Time)**  
**Job Description**

*Last updated – September 10, 2020*

**Position Title:**

Administrative Assistant (Part-Time)

**Report To:**

Chief of Police

**Position Summary:**

The Sheldon Police Department is looking to fill a part-time Administrative Assistant position. The Administrative Assistant is an integral part of promoting and maintaining a high level of professionalism at the Sheldon Police Department. Under general supervision of the Chief of Police, the Administrative Assistant performs specialized administrative tasks, projects, and duties.

**General Duties and Responsibilities:**

- Serves as the initial contact for the public and department employees.
- Answers department telephones, receive and greet visitors, and provides information or resources.
- Prepares, processes, and files documents and reports in paper form or electronically, including sensitive and confidential materials.
- Receives and processes receipts and invoices.
- Organizes and manages multiple filing systems.
- Processes and distributes mail.
- Copies, packages, and distributes a variety of written materials as requested.
- Requisitions supplies and materials for the department as requested.
- Makes reservations and travel arrangements for meetings, seminars, and conventions.
- Assists in the development of notices, flyers, brochures, newsletter, media releases, news articles and other informational materials about programs and services.

**Knowledge, Skills, and Certifications:**

- Excellent written, verbal, and interpersonal communication skills.
- Ability to type a minimum of 45 words per minute.
- Working knowledge of the principles and practices of modern office administration.
- Working knowledge of modern records management techniques.
- Ability to work collaboratively with a diverse population.
- Proficient in MS Office Suite (Word, Excel, Outlook, Publisher, Power Point).
- Work cooperatively and develop and maintain effective working relationships.
- Ability to learn new skills quickly.

**Educational Requirements:**

- A minimum of two years of relevant college-level course work or an Associate's degree from an accredited college or university in Business Administration or a related field, or

- Two years of work experience in a similar job as described, or
- An equivalent combination of education and/or experience.
- Able to obtain NCIC Certification within 6 months of appointment.
- Attend relevant training to help efficiently perform job duties.

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Sheldon.

The City of Sheldon is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.

This position will be 25-29 hours per week. Hours will generally be 8:30 AM – 1:30 PM M-F.

I have read and understand the Job Description and confirm that I meet the minimum job requirements and can perform the primary job responsibilities as stated for this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

