

## CLERICAL

# BLYTHEVILLE POLICE DEPARTMENT

201 W. Walnut Blytheville AR 72315  
870-762-0404 or 870-762-0405 Fax: 870-762-0425

[www.blythevillepd.org](http://www.blythevillepd.org)

### Equal Opportunity Employer JOB DESCRIPTION

#### **ENTRY LEVEL JOB SUMMARY: GENERAL ADMINISTRATIVE ASST. CLERICAL STAFF**

In general an Administrative Assistant / Clerical Staff position works under the direct supervision of a chain of command and is responsible for providing confidential and routine clerical and administrative support for various divisions and units within the department. This position is non-sworn public employment and governed by city, state and federal laws, department policy and City Personnel rules and regulations.

#### **EXAMPLES OF WORK:**

Types/Keyboards correspondence, memos, and such documents as may be assigned, makes copies, operates computer, telephone and fax machine and performs general clerical duties. Files departmental correspondence, folders, reports and other materials and updates and maintains such files. Performs clerical work; enters data, collects and records department statistics and information. Orders and maintains supplies necessary for office and certain departmental operations. Prepare for meetings and correspond with member representatives. Enters police and or court reports and documents into computer systems and assists in distributing this information to citizens requesting such information. Answer phones, greet and assist visitors. Performs related responsibilities as required or assigned.

#### **WORK RELATIONSHIPS:**

A general Administrative Assistant has frequent contact with department personnel, other law enforcement agencies, businesses and the general public.

#### **PHYSICAL DEMANDS:**

The physical are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **MINIMUM QUALIFICATIONS:**

- Must be 18 years old or older at time of employment.
- The formal education equivalent of a high school diploma; plus three years of training in business office practices, or a related field.

#### **ENTRY LEVEL COMPENSATION WITH NO EXPERIENCE:**

Annually \$20,000.00

#### **BENEFITS:**

Paid Holiday

3 weeks Paid Vacation

Paid Sick Leave

State Retirement System

Major Medical Insurance paid by employer for employee family plan available

In-Service Training

Uniform Allowance

#### **APPLICATION DEADLINE:**

OPEN, applications received 8-4 Mon-Fri excluding holidays

This job description is in abbreviated form and does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. For complete details contact the Blytheville Police Department.