



West Bountiful

Job Description

Title:	Part-Time Administrative Assistant	Code:	
Division:	Administration	Effective Date:	08/2025
Department:	Police	Last Revised:	08/2025

GENERAL PURPOSE

Performs a variety of **general administrative, advanced secretarial and complex** clerical duties as needed to expedite the administrative processes, procedures, and day-to-day office maintenance operations of the Police Department.

SUPERVISION RECEIVED

Works under the close to general supervision of the Police Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs confidential secretarial and clerical functions for Chief of Police; types all administrative material and correspondence including reports, letters of recommendation, memos, special bulletins, schedules, documents, etc.; composes correspondence, reports, statements, memoranda, and other material requiring judgment as to content, accuracy, and completeness; takes and transcribes confidential dictation, reports, and special correspondence.

Attends staff, committee, and command meetings; makes contact for required attendance, assembles meeting materials or packets of information as determined to be needed for accurate decisions by staff; follows through on assignments; proofs and distributes general orders; maintains various administrative records and files; compiles and maintains records of departmental transactions and activities.

Performs general receptionist duties; provides first-line contact with the public; responds to complaints and requests for information from the public, City departments and outside agencies; receives and routes telephone calls; greets the public and directs to appropriate personnel; responds to questions and disseminates public information, screens phone and emergency calls and refers to appropriate staff.

Acts as an assistant to the department Records Custodian, primarily responsible for assisting the Department's Records operations and all police records, including security of police records, completing, and disseminating redacted and un-redacted public records request within the lawful constraints of the Public Information Act. Receives, prepares, and processes responses to GRAMA requests; reviews requests for eligibility; research case information and ensures the dissemination of information complies with statute, policy, and regulations.

Reviews all entry components on Records Management Systems for accuracy; applies knowledge of the records management system and operation procedures to research, collect or retrieve information to respond to inquiries; safeguards police records and ensure that any information is disseminated in accordance with policy, statutes, and law.

Performs police related customer service to the public; receives and processes information's, subpoenas, summons, orders-to-show-cause, etc., records final disposition as required, i.e., expungements, etc.; obtains copies of case documents, reports, etc.; receives and processes accident reports; sends and receives various fax documents and distributes as needed; assures proper authorization and documentation.

Operates computer as needed to create, maintain and retrieve various law enforcement statistics, reports and information; reviews and proofreads reports and maintains various files, documents and records; maintains alpha and numeric files for each file item and updates as needed; compiles statistical data tracking various law enforcement activities and recaps weekly and monthly results; may prepare various state and federal reports showing department activity; processes expungement orders, processes NCIC validations, accesses UCCH files as required, purges arrest records.

Enters citation information via law enforcement records management systems; maintains accurate, comprehensive records, and update various reports such as incidents, complaints, offenses, etc.; maintains property and criminal history index files; enters report narrative, and involvements (names, vehicle information, property information, etc.); maintains and updates dispositions on each case and enters changes. Performs general records management; extracts details from handwritten documents, computer storage, mobile data transfer or dictation; enters and/or transcribes police reports, events, and associated records and documents into the automated records system; appends all associated police information, property reports, arrest bookings, and citations to the appropriate reports; scans all report attachments to the correct reports. Operates computers and specialized office equipment; logs the dissemination of information into law enforcement records management software applications.

Performs various records tracking activities as needed to obtain driver license information, vehicle registration, Utah Criminal History, NCIC, BCI, out-of-state vehicle registration, NCIC wanted persons, stolen autos, and property checks; runs VIN checks as needed.

Records traffic and misdemeanor citations, types vehicle impound notices, traffic accident reports and in house incident-based reports; updates, maintains, processes and submits uniform crime reports (UCR's) to the Utah Bureau of Criminal Identification; locates police reports and makes copies for the officers, public, and attorneys, updates stolen property for (NCIC) National Crime Information Center.

Enters juvenile and adult arrest and citation information; identifies nature of crimes by established categories and classifications; monitors files to assure proper UCR reporting.

Assures the proper delivery of documents at various stages of the legal system process; expedites delivery as needed, including internal departmental dissemination; prepares report and citation files for court appearances; distributes court notices to police personnel; receives verification of notice and files appropriate records.

Performs computer entry of all non-arrest and non-citation reports submitted by officers, such as thefts, malicious injuries, runaways, impounds, missing persons, harassing phone calls, accidents, etc.

Maintains calendar; schedules meetings and appointments; monitors court calendar; issues trial notices to police officers; prepares case materials and information, secures driving records, etc. as needed; apprises supervisors of activity schedule and coordinates with department management; receives, screens, and distributes departmental mail.

Maintains and updates website/social media accounts pertaining to police activity; maintains social media presence regarding departmental activities and information.

Performs general office maintenance functions; monitors office supplies, creates various files; utilizes various computer software applications to create forms, templates, letterhead, certificates, field data cards, notices, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

- A. Graduation from high school or the equivalent (GED).
- AND
- B. Two (2) years of responsible experience performing above or related duties.
- OR
- C. An equivalent combination of education and experience.

2. **Knowledge, Skills, and Abilities:**

Working knowledge of state criminal codes, traffic laws and penalties associated with related violations; FBI reporting requirements and procedures; current office practices and procedures; grammar, spelling and punctuation; current filing systems related to alphabetical and numeric files; computerized data base management and program applications; administrative procedures; computer software including spreadsheet uses and word processing applications (i.e., Microsoft Word, Excel, Police RMS Systems, etc.); word processing equipment and applications; interpersonal communication skills; complex telephone systems. **Some knowledge** of Computer Aided Dispatch systems (CAD), criminal Justice System Organizations, NCIC computer operation policy and procedure, BCI certification process; GRAMA, computer system policy and procedure and NLETS computer system policy and procedure.

Skill in office equipment and computers for word processing, spreadsheets, etc.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate computer in utilizing various programs to develop financial and statistical records and narrative compositions and reports; develop and manage automated and complex filing systems, communicate effectively verbally and in writing; to deal with stress associated with work timelines and general public encounters; establish and maintain effective relationships with fellow employees, elected officials and other agencies of the public; establish and maintain comprehensive records and files; maintain strict confidentiality related to sensitive administrative information.

3. **Special Qualifications:**

Must submit to background check and have a felony-free police record. Participates in annual GRAMA training. Must possess a valid driver's license. Must perform keyboard and 10-key operations accurately.

4. **Work Environment:**

Employee(s) of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, involving occasional muscular strain related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing are required to perform essential functions. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity necessary. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to handle bio-hazardous materials.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)