



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
(864)885-2700 Fax: (864)885-2701  
[www.Seneca.SC.US](http://www.Seneca.SC.US)

## **SENECA POLICE DEPARTMENT**

### **POSITION DESCRIPTION – ADMINISTRATIVE ASSISTANT**

#### **GENERAL PURPOSE**

Maintains police records and provides administrative support to law enforcement activities. Reports to the Chief of Police. Supervises Secretarial staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sorts and processes mail. Distributes mail to employees.
- Maintains vacation, holiday, and sick time records for all employees.
- Prepares memoranda and other correspondence for chief and department.
- Enters incident reports, summons tickets and accident reports into the computer according to SLED specifications for Uniform Crime Reporting Statistics. Prepares disks of monthly activity and submits to SLED.
- Performs annual summons ticket inventory for the Department of Public Safety.
- Types and files police forms.
- Posts information to police records, by hand, typewriter, or computer.
- Gives information to public, over phone or in person, concerning arrests, missing persons, or other police related business.
- Operates computer terminal to input and retrieve information into and from computer.
- Collects and computes balance of fines received for parking violations.
- Reviews all reports from officers for completeness and follow-up.
- Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.
- Prepares paperwork for all department purchase orders. Enters all purchases into budget program and ensures entries are timely and accurate. Prepares invoices for payment.
- Prepares some cases for transfer to other courts. Provides copies of paperwork to appropriate courts. Ensures that all subpoenas are served on officers in a timely manner.
- Copies reports and other paperwork for officers required to appear before the Grand Jury.
- Maintains arrest records and ensures that dispositions of cases are entered into files correctly.

## **PERIPHERAL DUTIES**

Is required to fill in for other positions within the department.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- ✓ High school diploma or GED equivalent; and
- ✓ Three (3) years of general office, communications, or records management experience with supervisory experience; or
- ✓ Any equivalent combination of education and experience.

### Special Requirements

- ✓ Must be 21 years or older at the time of employment;
- ✓ Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- ✓ No felony convictions or disqualifying criminal histories within the past seven years.

### Necessary Knowledge, Skills and Abilities:

- ✓ Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- ✓ Considerable knowledge of office functions.
- ✓ Some skill in the operation of most of the tools and equipment listed below.
- ✓ Ability to learn the applicable laws, ordinances, and department rules and regulations.
- ✓ Ability to communicate effectively orally and in writing.
- ✓ Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- ✓ Ability to follow verbal and written instructions.
- ✓ Ability to learn the City's geography.

## **TOOLS AND EQUIPMENT USED**

Computers, Printers, Fax Machine, Copying Machine, Telephone, Radio, Stamp Machine, Adding Machine, Auditing Machine, Calculator, NCIC Computer System, Dictating Machines, Typewriter, Tape Recorder

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and taste or smell.
- The employee must occasionally lift and/or move more than 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually quiet to moderately noisy.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*