

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

**Position Covered:**

**ADMINISTRATIVE AIDE**

**Office of the Chief**

**Basic Description:** (A short narrative describing the position and responsibilities.)

This position involves extensive clerical and record keeping work with responsibility for tasks unique to the department assigned such as payroll responsibilities, taking minutes at meetings, purchasing supplies, etc. Work includes the operation of standard office machines. Incumbent must deal with all levels of City employees and the public with tact and courtesy. Duties are performed with minimal supervision and independent judgement is required.

It is the responsibility of the member to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

**TYPICAL DUTIES**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Process and administer all correspondence, filing, and clerical duties pertaining to the Office of The Chief of Police.

Verifies accuracy of payroll sheets.

Takes minutes at all staff meetings; transcribes from notes as required.

Prepares requisitions, purchase orders, work orders.

Monitors/controls budget expenditures for department.

Maintains petty cash fund.

Performs internal audits as required by the Chief.

Researches complaints; handles telephone calls; runs errands for supervision.

Prepares reports and maintains required files and records including complaint file, personnel files, etc.

Training of department employees as assigned.

Performs related clerical/field work as required.

Supervise individuals in order to co-manage all Volunteer Programs (Citizens On Patrol, ATV Beach Patrol, Marine Patrol. Stop By & Say and say Hi, House Check Program, etc).

Maintain false alarm program/permits filing, fees, etc.

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

**Originator Init. \_\_\_\_\_ Reviewer Init. \_\_\_\_\_ Chiefs' Approval \_\_\_\_\_ Date \_\_\_\_\_ Page 1**

**This is Attachment "B" to Directive Number 8.00**

**JOB TASK ANALYSIS FORMAT**

02/20/12

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**ADMINISTRATIVE AIDE**

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**MINIMUM QUALIFICATIONS**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

**EDUCATION AND/OR EXPERIENCE:**

High school graduate or equivalent diploma plus three years' office experience required.  
A combination of education and experience may be considered.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of business English, math, computers, and standard office practices and procedures required.  
Ability to make arithmetical computations and tabulations rapidly and accurately.  
Ability to maintain relatively complex clerical records and to prepare reports from such records.  
Ability to understand and follow oral and written instructions.  
Ability to prepare effective correspondence on routine matters, and to perform routine office management details without referral to supervisor.  
Ability to establish and maintain effective working relationships with superiors, other employees and the general public. Ability to work independently and complete assigned tasks by stated deadlines,  
Ability to use a typewriter, computer, word processing equipment and calculator,

**SPECIAL REQUIREMENTS:**

Incumbent may be required to attend evening meetings depending on operational requirements.  
Depending on assignment, possession of a valid Florida Operator's License.

**PHYSICAL REQUIREMENTS:**

Ability to sit/stand for extended periods of time. Requires bending, stooping, and infrequently lifting up to 25 pounds when filing or delivering materials. Ability to communicate verbally in person and on the telephone.  
Eyesight and hearing correctable to normal ranges.

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**