

**City of Sallisaw  
Job Description**

**Job Title: ADMINISTRATIVE ASSISTANT  
(POLICE DEPARTMENT)**

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**Exempt (YIN):** No  
**Date:** February 2022

**Department:** Police Department  
**Reports To:** Police Admin Captain

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**SUMMARY:**

The incumbent serves as a records custodian. They are also responsible for answering the phone and greeting visitors. Responsible for filing all incident and accident reports and submitting reports to the Department of Public Safety. Compiles all documents received from other agencies regarding cases worked by the police department, maintains records and disseminates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Maintain records and ensures compliance with retention and destruction policies.
2. Answers telephones and assists visitors.
3. Files reports and records in ledger.
4. Completes records expungement in accordance with signed court order.
5. Completes FBI NICS local records checks and OSBI files checks, as needed.
6. Reports after hours, if needed, to assist with phones, i.e. storms, emergencies, etc.
7. Provides records to City Clerk for Open Records Requests. Which may include downloading, copying and redacting body worn camera and/or dash cam video.
8. Distributes daily mail received and prepares outgoing mail.
9. Delivers reports to District Attorney's office.
10. Delivers and picks up daily correspondence at city hall.
11. Receives monies for reports and submits said monies and daily receipts to city hall for reconciliation.
12. Maintains evidence room and records. (Empties evidence lockers, processes evidence, and keeps evidence organized.)

13. Prepares evidence and delivers to OSBI Lab.
14. Responsible for looking through evidence from prior cases and removes old evidence, according to policy.
15. May serve as relief dispatcher/jailer, once certified.
16. Appear for scheduled work with regular, reliable, and punctual attendance.
17. Performs other duties as required.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Seven (7) to eleven months (11) related experience and/or training preferred; or equivalent combination of education and experience. Experience in using a computer and using Microsoft Office with emphasis on Word and Outlook.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **INTERNAL AND EXTERNAL COMMUNICATION**

Contact with others beyond immediate associates, but generally of a routine nature. Frequent contact with general public, patrons or other outside representatives. Must be able to maintain a cooperative working relationship with personnel within the department and other city personnel.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must be bondable as a notary. Must possess Certified Terminal Operator with Oklahoma Law Enforcement telecommunications systems or be able to obtain within six (6) months of hire. Must have completed Jailer Certification Training or be able to complete within twelve (12) months of hire.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

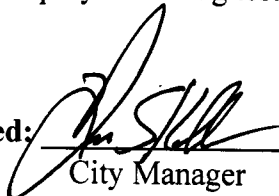
While performing the duties of this job, the employee must be able to talk and hear. The employee is required to sit at a computer/radio/telephone for extended periods of time. The employee must be able to stand and walk and use hands to finger, handle and feel. Must be able to reach with hands and arms; and be able to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent typically works indoors. Incumbent could be exposed to communicable disease(s) and/or caustic chemicals/chemical fumes during the booking of inmates. The noise level in the work environment is usually moderate.

\*\*A pre-employment drug test is required.

Approved:  \_\_\_\_\_  
City Manager

Date: 2/27/2024

Date Modified: 02/27/2024