

City of Portage Police Department Confidential Police Administrative Assistant Position Vacancy

The City of Portage Police Department is accepting applications for the position of Confidential Police Administrative Assistant. This full-time position that performs a variety clerical and administrative support work with records management, reception and report preparation duties for the Department. This position requires an individual with customer assistance experience and the ability to multi-task with knowledge in word processing, transcription, familiarity with a variety of computer software applications.

Position requires a High School diploma or equivalent with additional training in administrative and/or computer skills and 3 years' experience in an office environment or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Law enforcement and court operations experience is desired.

Pay range \$19.12--\$28.68, including a comprehensive benefits package.

City of Portage "General Employment Application" and complete job description are available on the City of Portage website at www.portagewi.gov or contact 608-742-2174.

Submit both "General Employment Application" and resume, preferably via email to Daniel.Garrigan@portagewi.gov or send to Captain Dan Garrigan, 117 W. Pleasant Street, Portage, WI 53901, no later than **3:00 P.M., Friday, April 25, 2025.**

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Police Administrative Assistant - Confidential	Pay Grade <u>E</u> FLSA: Non-Exempt
Date: 1/2/2019	Reports to: Captain

Purpose of Position

This position exists to perform secretarial and receptionist duties. Represent the Portage Police Department in a professional, courteous, and accommodating manner to the community and general public. Assists support staff with records management, answer/direct all incoming calls, citizen front-counter business, and clerical duties.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs secretarial and receptionist duties: transcribes police reports; prepares court and trial date calendars; records court disposition; prepares, sorts, files and maintains reports and case materials such as incident, Uniform Crime, and accident reports; uniform traffic citations, ordinance citations, criminal referrals, requests drivers records from the Department of Transportation; takes complainant statements; handles incoming and outgoing mail.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent and one to three years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. General office experience preferred; keyboard and computer proficient. No licenses or special certificates required.

Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment such as, but not limited to, computer, printer, copying/fax machine, scanners, Dictaphone, CD/DVD burner and telephone system.
- Ability to sit for extended periods (up to 4 hours), bending, and lifting up to 30 pounds.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Proficiency in computer operations and programs such as Windows, Word, Excel, and the ability to learn new software.
- Ability to learn general police operations, police terminology, procedures, laws and ordinances, maintain confidentiality, multitask and strong attention to detail.
- Ability to comprehend, interpret, and/or prepare a variety of documents such as traffic, incident, arrest and Uniform Crime reports, court calendars, and letters using prescribed format and conforming to all rules of punctuation.
- Ability to use and interpret legal terminology, reports, and policy and procedure manuals.
- Ability to communicate effectively both orally and in written form with City personnel, court personnel, other governmental agencies, violators, and the general public to convey or exchange information including receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment. Work may also be performed away from the department as needed and directed.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.