



The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

Job: Public Safety Administrative Assistant

Location: Public Safety Center

Department/Division: Police

Reports to: Chief of Police/Command Staff

FLSA: Non-Exempt

Pay Range: 30

Job Summary

Under general supervision of the Chief of Police and Command Staff, performs administrative support duties and special projects for the Chief of Police and Commanders.

Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- Assists the Chief and Commanders in the preparation of reports, memos, statistical data, and correspondence, including social media.
- Maintains files, records, policies, procedures, and other reference material.
- Interacts with staff to help solve administrative problems.
- Maintains the work unit calendar of events, schedules meetings and other appointments, makes travel arrangements, and provides other administrative assistance.
- Prepares agendas; transcribes/distributes minutes/reports.
- Handles confidential information.
- Oversees interns, volunteers, and work studies.
- Maintains records of the police department and manages public record requests.
- Maintains petty cash drawer records and receipts.
- Provides customer service to the public by collecting parking fines, animal license fees, and golf cart permits.
- Answers phone calls and directs calls to the correct recipient.
- Welcomes visitors and receives mail.
- Assists the public in understanding and applying City policies, procedures, codes, and ordinances.
- Provides specialized department information to the public and other law enforcement agencies.
- Conducts research and analysis on special projects assigned by the Chief and Command staff.

Minimum Qualifications

- High school diploma or GED and four years of administrative support experience.
- Ability to maintain a high degree of supervisory, discretion, independent judgement, and oral/written communication skills.
- Knowledge of computer software and accessories.
- Ability to assume responsibility/discretion in decision making.

- Extensive knowledge of the principles, policies, codes, laws, and statutes relating to law enforcement operations.
- Excellent composition, grammar, spelling, punctuation, and editing skills.
- Must possess a valid driver's license.

Preemployment Qualifications

Pre-employment screenings may include the following: drug screen, references, physical exam, and full criminal background. Applicants chosen for an interview will be required to submit a writing sample with further information provided at that time. Applicants chosen for an interview will be required to complete a computer skills test at the time of the interview.

Knowledge, Skills and Abilities

- Operation of department, state, and national criminal information and data tracking systems.
- English grammar, spelling, and punctuation.
- Record-keeping and filing methods and practices.
- Excellent customer service skills.
- Department policies and procedures, including chain of command.
- Basic accounting practices.
- Follow written and oral instructions.
- Create and maintain records and files efficiently and accurately.
- Prepare clear and concise reports, letters, records, memos, transcripts, and related documents.
- Maintain strict confidentiality in all aspects of Department operations.
- Operate specialized case-reporting and criminal data tracking computer systems, and program applications appropriate to assigned duties.
- Perform multiple tasks simultaneously, including handling interruptions and completing tasks in a timely manner.
- Demonstrate integrity and ingenuity in the performance of assigned tasks.

Physical Qualifications

- This will be primarily sedentary work, performed in an office setting.
- Work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping.
- Frequently required to talk and hear.
- Rarely required to climb, stoop, kneel, crouch, crawl.
- Frequently required to reach, stand, walk, push, pull, lift, grasp, feel, have repetitive wrist, hand and/or finger movement.
- Must have close visual acuity.
- Frequently required to provide customer relations and have efficient time management.
- The employee occasionally lifts light and heavy objects.