Job Information

Job title	**Administrative Support - Police**	Job Code: SECPOL	Pay Grade: F
Title of immediate supervisor	Divisional Inspectors / Manager of Administrative Services / Staff Sergeants		
Department/Division	Police		
Prepared by	C. Baehler		
Date Created	Mar 3, 2015	Revised date	2020.10.26

Job Purpose

Provides confidential clerical and administrative work in support of Divisional operations. Carries out these assigned functions to completion. Prepares and/or processes documents relating to police and court matters. Provides direct administrative support to the Division Inspectors with delegated authority to manage routine administrative matters. Encompasses the following task areas within the Police Department:
Administration Division, Community Engagement Division, Detective Division; and Regional Domestic Violence Unit.

Duties and Responsibilities

General Administration

- Provides administrative support, assistance and services such as transcribing of recorded dictation, composing, typing, and preparing routine correspondence and numerous and varied reports, preparing meeting agendas, organizing and arranging meetings and travel arrangements, includes physical set up of meeting rooms, arranging furniture, providing supplies and refreshments, taking and distribution of minutes from meetings.
- Oversees various email accounts and calendars.
- Adds, maintains, and updates a variety of information pertaining to the Divisional area into the appropriate police database system(s).
- Creates, maintains and modifies/updates departmental forms and the forms database using appropriate software programs.
- Provides user support and basic training in various software applications and departmental databases.
- Types highly confidential verbatim correspondence.
- Queries and maintains various police systems including, Records Management System (RMS), and CPIC.
- Provides information to callers regarding routine business as appropriate, screens callers and arranges appointments.
- Liaises with the public, municipal employees outside agencies and other stakeholders as required.
- Provides administrative support to the Officers in Charge (OIC), the Manager of Administrative Services, Staff Sergeants, Sergeants and investigators.
- Makes divisional purchases and manages purchasing card transactions. Orders and maintains stationery equipment and supplies.
- Requires dealing with sensitive information in a professional manner.
- Establishes and maintains administrative and personnel filing systems as well as procedure manuals.
- Requires cross training to assist with relief.
- Applies relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental policies and procedures.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Performs other related duties as required.

Administrative Support (Administration/Community Engagement/Detectives)
- Creates and maintains electronic schedules, all electronic Group Time Records and Individual Time Records, completes data entry and maintenance of Group Time and Overtime records and reports with respect to employee time banks.
- Verifies and audits payroll account coding - liaises with various senior officers/manager to confirm.
- Familiar with the Police Union and CUPE contracts to ensure quality and accuracy of payroll reporting.
- Performs administrative testing, preparation of interview materials and packages throughout the hiring process for civilian police employees.
- Researches and develops staff learning and training initiatives.
- Coordinates and processes False Alarm Notifications to ensure probation and fines are submitted as per municipal bylaws.
- Assists with coordination of volunteer activities.
- Works in excess of regularly scheduled hours to accommodate meetings, and special events as required.
- Maintains procedure manuals for all C.U.P.E. positions.
- Assists with special projects.

Regional Domestic Violence Unit
- Coordinates electronic files including use of various systems.
- Types verbatim correspondence.
- Reports major case and organizes file requirements for disclosure to Crown.
- Uses Adobe to maintain, vet, scan, convert, bookmark and link information to police reporting systems.
- Supports the Budget as required for the Integrated Unit.
- Works in excess of regularly scheduled hours for critical incidents as required.

Qualifications
- Grade 12 or equivalent, plus an additional program up to one year full-time office/administration training or equivalent.
- Two years of administrative support and experience in a police environment.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Proficient with the inquiry functions of the various local, provincial and national police information systems.
- Proficient in Adobe Professional.
- An equivalent combination of education and experience may be considered.
- Must possess valid Class 5 BC Driver's Licence.
- Must pass/maintain the required enhanced reliability security clearance and polygraph.

Physical Requirements
Drive daily to complete mail distribution duties and attend meetings as required.

Working Conditions
Works in a police office environment and must withstand adverse conditions associated to police work.