

## JOB DESCRIPTION

### LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT II

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Class Code: 8764

**TITLE:** Law Enforcement Administrative Assistant II  
Grade 15

**REPORTS TO:** Director Law Enforcement

**SUPERVISES:** N/A

**JOB FUNCTION:** Perform a wide variety of specialized and responsible secretarial and administrative support duties for an Associate Director, Director, or Superintendent level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

#### **DUTIES AND RESPONSIBILITIES:**

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- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Associate Director, Director, or Superintendent level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required, including purchase orders and payroll reports.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions; including a District wide athletic schedule.
- Coordinate and compile Board Agenda materials.

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, general orders, special orders, statements, contracts, forms, applications, memoranda and other documents; including material of a confidential nature as required by position; prepare correspondence and memoranda independently or by oral instruction.
- Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions.
- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
- Receive process and route mail; order, issue and maintain department supplies, forms and equipment.
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Assist new officers with obtaining Special Law Enforcement Officer (SLEO) commissions and current officers in renewing of SLEO commissions. Prepare officers' SLEO commission applications and re-commissions prior to expiration. Send all information to the Kentucky State Justice Cabinet and make arrangements for officers to be sworn in when the commission is returned to the Department.
- Receive confirmation of training completed by all department employees and maintain ongoing record.
- Check student computer database for authorized outside agencies, i.e. Lexington Police Department, Social Services, and the Fayette County Attorney's Office, to verify pertinent information.
- Serve as back-up Tele-communicator for Law Enforcement.
- Process license plate and criminal background checks using various sources as requested. Also, process requests for student parking stickers and staff hang tag checks.

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Distribute uniform and equipment order forms, send to vendor for ordering, and prepare purchase order for each individual's uniforms and equipment.
- Receive, log, screen, and direct incoming telephone calls on multi-line phone system; place calls to provide, and/or obtain information.
- Notify radio and television stations when school is dismissed during the regular school day.
- Monitor office workflow and assure compliance with established timelines, procedures, and standards of quality.
- Attend seminars and training sessions for MDC computer, which includes the Criminal Justice Information Systems (CJIS) class at the Department of Criminal Justice Training in Richmond, KY.
- Perform other duties as assigned.
- Maintain regular attendance.

### KNOWLEDGE AND ABILITIES:

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#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operate a variety of office equipment such as a computer, fax machine, calculator, copier, and other machines as required.

#### ABILITY TO:

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.

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### KNOWLEDGE AND ABILITIES (CONT.):

#### ABILITY TO:

- Take and transcribe dictation at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Make arrangements for meetings and conferences.
- Operate a variety of office equipment such as a computer, fax machine, calculator, copier, and other machines as required.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

### EDUCATION AND EXPERIENCE:

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- High school diploma or G.E.D. Certificate and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

### LICENSE AND OTHER REQUIREMENTS:

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- Notary Public Commission required.
- This position also requires successfully completing training for “CJIS Inquiry Only” into local, state and national criminal history data base and associated telecommunications systems.

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*Original Date: 01/1999*

*Revision Date: 06/2003*

*Revision Date: 07/2011*

*Revision Date: 07/2012*