

# ST. LOUIS METROPOLITAN POLICE DEPARTMENT

## JOB DESCRIPTION

**GRADE:** 14

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT II

**SALARY RANGE:** \$45,604 - \$71,292

**DEPARTMENT:** LEGAL

**REPORTS TO:** LEGAL COMPLIANCE DIRECTOR

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### POSITION SUMMARY

Perform administrative support functions to the office. Includes file in-take, responding to routine correspondence, handling basic transactions, ordering supplies. Performs special projects and research as assigned by department manager.

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### FUNCTIONS OF THE JOB

#### Essential Functions

- Ensures all documents are properly stored and easily retrievable; maintains confidentiality and ensures security of sensitive information.
  - Effective email management of multiple department mailboxes to ensure critical information is addressed in a timely manner.
  - Managing communication received by investigating and resolving issue or re-assigning to appropriate staff.
  - Schedules meetings and coordinates calendar of department manager.
  - Coordinates purchasing, payroll and bank transfers in accordance with office policies and procedures.
  - Maintain organized legal files, case records and databases ensuring accuracy and confidentiality.
  - Coordinate distribution of documents and correspondence.
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## **QUALIFICATION REQUIREMENTS**

### **Knowledge:**

- High school diploma or equivalent; associate degree in legal studies, public administration or similar field preferred

### **Experience:**

- A minimum of 5 years performing administrative work in a legal or government setting.

### **Skills and Abilities:**

- Understanding of legal terminology, court procedures and standard legal processes.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple tasks.
- Technical proficiency with basic computer systems and ability to quickly learn new systems.
- Must exercise sound judgement and professionalism while handling confidential and law enforcement sensitive documents.

### **Working Environment:**

- Normal office environment with attending outside functions when required.

### **Machines, Tools, Equipment and Work Aids:**

- Personal Computer
- Telephone
- Cell Phone
- Copier/Fax Machine

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## **PHYSICAL/VISUAL ACTIVITIES OR DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

**The St. Louis Metropolitan is an Equal Opportunity Employer.**

The job description does not necessarily contain all of the actual or essential duties of this position. All job offers are contingent upon passing a medical evaluation/drug screen and criminal background check.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.