



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

Effective 7/1/2024

JOB TITLE: Administrative Assistant (Part Time up 29.5 hours)

Department: Police Department

Reports To: Police Chief

PAY GRADE: 14

JOB SUMMARY: This position is responsible for a varied range of clerical and administrative duties with a large portion being dedicated to communicating with the public. The position requires excellent verbal, written, and office skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Type memos/correspondence for assigned staff
- Compile monthly UCR report data prescribed by state law O.C.G.A. §35-3-36
- Assist with the Police Department becoming a State Certified Agency as well as GMA Certification
- Being designated as Safety Officer for the City of Oxford
- Assist with grant writing proposals
- Maintain Chief's calendar and coordinate meeting requests for the Chief
- Take minutes of staff meetings and maintain records
- Prepare documents and reports for Chief of Police
- Coordinate billing and equipment purchases
- Check Jail Logs daily. Ensure any inmates incarcerated under City of Oxford Warrants are afforded bond, and/or brought before the Municipal Court to have a bond set. Provide appropriate paperwork for the Sheriff's Department.
- Liaison with the Newton County Sheriff's Department, District Attorney's Office, City of Covington, and City of Porterdale records departments
- Provide requested reports, body camera, and evidence for District Attorney's Office, Municipal Court Solicitor
- Maintain social media accounts for the police department
- Ensure quick dissemination of public safety emergency notifications such as road closures, and public safety awareness information

- Answer phone calls to the Oxford Police Department
- Prioritize calls and transfer to appropriate parties: Chief of Police, etc.
- Take messages for police department, and personnel when not available or out of the office
- Handle open records requests and maintain open record files
- Make sure the agency stays in compliance with open record laws
- Provide police incident reports to citizens
- Assist with projects i.e., 4th July parade, and community events
- Maintain community outreach supplies, promotional items
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Working knowledge of modern office practices and procedures including computers and electronic data
- Working knowledge of Microsoft suite
- Knowledge of various social media platforms
- Effective verbal and written communication skills
- Ability to establish successful working relationships

MINIMUM QUALIFICATIONS:

- **No Criminal Convictions excluding minor traffic offenses**
- High school diploma
- Experience working in administrative setting in government entities

JOB REQUIREMENTS:

- Must successfully pass pre-employment drug screening
- Criminal History background check

SUPERVISORY CONTROLS: The Chief of Police assigns work in terms of general instructions. The Chief of Police spot checks completed work for effectiveness and efficiency.

GUIDELINES: Guidelines include city policies and procedures, and Police Department policy and procedures.

COMPLEXITY: The work consists of administrative duties including data entry to the GBI Uniform Crime Reporting System, strict confidentiality of criminal cases that occur within the jurisdiction of the City of Oxford, and liaison with other law enforcement entities as needed to provide information requested.

SCOPE AND EFFECT: The City of Oxford Police Department is responsible for maintaining law enforcement records, calls for service, enforcing of state law and city ordinances. The purpose of this position is to enhance the City of Oxford and the service of the police department.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, elected officials, vendors, other law enforcement agencies, local, state, and national community partners, citizens of Oxford and surrounding communities.

PURPOSE OF CONTACTS: To provide information, reports, resources, and resolve concerns of the citizens.

TOOLS AND PROGRAMS USED: Desktop computer, phone, copy machine, and fax machine. Microsoft suite, Canva, Adobe, Spillman, GBI/NIBRS website.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit. The employee must be able to talk and hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk and carry a weight of 25 lbs. or less.

WORK ENVIRONMENT: The work is typically performed in an office. The employee will be required at times to work outside in community settings such as parades and festivals. Some evenings, weekends, and holidays are required for the employee to work. All City of Oxford Employees must work on July 4th annually.