

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE SPECIALIST I
DEPARTMENT: POLICE
REPORTS TO: VARIOUS

JOB CODE: 5105
DATE: 2/08

JOB SUMMARY:

Performs administrative and clerical work of moderate difficulty, involving typing, statistical report preparation, and assisting others with inquiries, complaints, and problem resolution. Composes routine correspondence, prepares graphs and charts, and maintains files.

ESSENTIAL JOB FUNCTIONS:

Enters and retrieves technical information from a computer in order to perform research; updates records, processes transactions, and responds to requests for information.

Composes correspondence under general direction or on own initiative to expedite the processing and completion of work.

Responds to inquiries, receives complaints, and resolves problems.

Compiles and verifies information for processing or to prepare financial, budgetary, or statistical reports of a technical nature.

Sets up and maintains physical and computer files so that documents can be filed and retrieved in an orderly fashion.

Processes incoming and outgoing mail.

Transcribes victim/witness IA tapes.

Reviews all arrest complaints for legal sufficiency and accuracy.

Sorts and distributes arrest reports and other arrest paperwork.

Prints CID and DEU warrant complaints.

Answers Crimeline calls and prepares related reports.

Numbers and distributes Crimeline reports to department personnel.

Assists others with computer problem resolutions.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment
Dictaphone/Voice Processor

Multi-line Telephone
Adding Machine
Mailing Machine

Typewriter
Calculator
Copy Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED, and

Two years of progressively responsible clerical or administrative experience, or

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: (depending upon area of assignment)

Valid New Hampshire State Driver's license.

Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative policies and procedures related to the area of assignment.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Word processors or computers.

Record keeping, report preparation, filing methods, and records management techniques.

General office practices and procedures.

Basic budgetary principles and practices.

Basic mathematical and statistical computations, such as addition, multiplication, percentages, and ratios.

Skill in:

Communicating effectively with others, orally and in writing.

Typing complex documents containing numeric information or technical terminology at 55 wpm.

Using computers to enter and retrieve information.

Operating general office equipment.

Organizing and compiling information into a logical and sequential format.

Understanding and carrying out complex written and oral instructions.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with others.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.