

Effective: 03/04/2026

KACP: 3.2, 3.3

01.51 JOB REQUIREMENTS: POLICE ADMINISTRATIVE ASSISTANT

SUPERVISOR: CHIEF OF POLICE, POLICE ADMINISTRATIVE SPECIALIST

SUPERVISES: NOT APPLICABLE TO THIS CLASS

DEFINITION OF CLASS:

Appointed by the Chief of Police and under the general supervision of the Chief of Police or Police Administrative Specialist in the absence of the Chief of Police. This is a highly responsible clerical and technical position for the Police Department. Employees under this class will work with limited supervision in the performance of their daily activities and assignments.

Work involves handling most of all telecommunication functions within the department. Work is performed in accordance with departmental rules and regulations and oral instructions from a superior, but some initiative and judgment must be exercised in performing daily and routine work assignments. However, unusual, or difficult problems must be referred to a superior for decision. Work may allow the Police Administrative Assistant to bring administrative and clerical issues to the attention of employees and may require them to correct reporting and documentation errors. Work assignments are received from documentation generated by department personnel; requests for reports and information by citizens; requests for information by department personnel and other criminal justice agencies; or from other normal police operations. Work is reviewed by direct observation of the Chief of Police, or the Police Administrative Specialist in the absence of the Chief of Police, through the examination of output, personal inspections, and discussion of work problems.

Work involves considerable contact with the general public – face-to-face and over the telephone.

ESSENTIAL JOB FUNCTIONS:

- Assists Police Administrative Specialist when needed.
- Performs clerical work to include typing, filing and copying of material as required.
- Gives advice and general information to the public in person and by phone.
- Receives calls for special services from citizens (traffic enforcement, neighborhood complaints, etc.)
- Receives in-person complaints and refers these to appropriate personnel or department.
- Receives requests for information from citizens or other agencies.
- Disseminates records to the public, business and legal requestors according to legal guidelines.
- Provides information or referrals to appropriate personnel or agency.
- Maintains records for Uniform Crime Reporting and departmental analysis of crime trends.
- Maintains records of accident reports, arrests, citations, warnings, and daily logs of personnel.
- Enters data into computer system(s) for storage and use of federal, state and local agencies.
- Enters, edits and updates and maintains required paperwork generated by department personnel.
- Provides information to department personnel when requested by using computerized and manual file searches.
- Uploads collision reports in a timely manner to Carfax for public access/purchase.
- Maintains office and cleaning supplies by documenting reordering needs and managing deliveries.
- Assists Down Syndrome of Louisville Career Solutions Specialist with overseeing work performed by the Facility Support Attendant.

- Attends assigned training classes and programs, annual first aid training and other work-related training as may be required.
- And performs other work-related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of clerical functions, to include but not limited to: use of computers, some typing and word processing skills, record-keeping, use of fax and copy machines.
- Ability to learn the rules and regulations of the Police Department and be familiar with governing federal, state and local statutes and ordinances.
- Ability to learn the geography of the city.
- Ability to learn first aid techniques and be able to apply them.
- Ability to use equipment necessary to perform the normal daily functions of administrative clerk.
- Ability to understand and carry out oral and written instructions.
- Ability to deal firmly, yet tactfully, with citizens.
- Ability to establish and maintain good working relationships with citizens and fellow employees.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

Graduation from a standard senior high school or its equivalent. Possess a good reputation and background, which will withstand pre-appointment investigation.

SPECIAL LICENSING REQUIREMENTS:

Ability to be initially certified through Criminal Justice Information Services (CJIS) in Security and Privacy, and be certified in First Aid, then maintain yearly certifications. Must not have been convicted of a felony.

VISUAL ABILITY:

Sufficient to read and write reports, operate common office equipment and distinguish shades of color.

HEARING ABILITY:

Sufficient to hear conversations with police officers and the public; to hear police radios; and to hear calls over telecommunications lines.

SPEAKING ABILITY:

Sufficient to verbally communicate effectively with police officers and the public; to speak over the telephone and police radio in a clear, concise manner.

Freedom from mental disorders that would interfere with the performance of duties as described.

PUBLIC/INTERNAL CONTACT:

Public – 50%; Internal 50%.

OVERTIME PROVISION:

Non-exempt.