

City of Bellefontaine Neighbors Police Department

**Title:** Administrative assistant to the Office of Chief of Police

**Company:** City of Bellefontaine Neighbors Police Department

**Location:** Bellefontaine Neighbors, MO

**Pay: \$20.43 Hour – 24.42 Hour**

**Perks:**

- Full Benefits Package - Medical, Vision, Dental and Life Insurance
- City funded Lagers retirement
- 401k + Employer Matching
- Paid Time Off and Paid Holidays
- Optional Education Reimbursement

**Hours:**

- Full Time
- Our offices are open Monday-Friday 8am-5pm

**Requirements:**

- High School Diploma or GED Equivalent
- Degree in Business Administration, Management or a related area of study preferred or two years' experience in related field
- Must have own vehicle and be insured, licensed driver in current state of residence
- Strong customer service/communication skills
- Favorable result on extensive Background Check

**Essential Functions:**

- See attached detailed Job description
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## Bellefontaine Neighbors Police Department

9641 Bellefontaine Road • Bellefontaine Neighbors, MO 63137

Office: (314) 867-0080 • Fax: (314) 867-0214

[www.cityofbn.com/departments/police/](http://www.cityofbn.com/departments/police/)

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### M. Chief's Administrative Assistant – Office of the Chief of Police.

1. **Purpose.** Assigned to the Office of the Chief of Police and serves as the clerical assistant to the Chief of Police. This position manages the direct affairs of the Chief of Police, such as the Department budget, personnel and human resource management, procurement, data entry, and prepares executive reports as requested. Reports to the Chief of Police.
2. **Essential Functions and Responsibilities.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - a. Facilitates the procurement of department materials, equipment, uniforms, and supplies. Verify that all purchases follow the requirements stated in the City ordinance, Department policy, and prevailing laws.
  - b. Meets with vendors to review products and make decisions on purchasing. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Orders supplies and equipment needed by the Department and disburses such to police personnel as required.
  - c. Notifies applicable vendors on needed repairs to equipment or office amenities; prepares work orders and tracks for timely resolution. Maintains the efficiency of the department ensuring sufficient office supply levels and operation of equipment.
  - d. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material, often involving sensitive or confidential information, requiring judgement as to content, accuracy and completeness.
  - e. Creates and maintains a Department asset inventory log for the City Finance Department of all Department equipment that meets the criteria set by the city. Report changes as they occur and submit capital asset forms as needed to the finance department.
  - f. Maintains Department vehicle files. Verify that all police department vehicles are properly registered and are assigned an updated insurance card annually.

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- g. Compiles data and prepares various statistical and informational records and reports for management review, maintains department fiscal records, prepares and submits budget and purchase requests, and reviews/approves supply requisitions.
- h. Manages accurate Department bookkeeping ledgers and records on all accounts payable and receivables for all Department financial and asset accounts that reflect Department operations, including the Department credit card expenses. Works in coordination with the Finance Department, reconciles accounts monthly from their monthly account records.
- i. Assists in yearly budget preparation by gathering information to be used in compiling annual budgets. Reviews and assists in the preparation of the Department's operating budget. Monitors expenditures during the fiscal period according to monthly budget projections, prepares quarterly reports, and reports discrepancies to Chief of Police.
- j. Acquires authorization for expenditures of funds allocated for Department operation making sure that such expenditures are in accordance with the budget and City ordinance, verifies and prepares invoices for payment. Obtains price quotes and phone quotes for other purchases. Prepares Department requisitions for payment and/or purchase orders. Prepares specifications for all purchases over \$500 in accordance with City and Department policy and prevailing laws and ordinances.
- k. Maintain department active and inactive personnel records in accordance with State and Federal guidelines.
- l. Schedules appointments and coordinates travel arrangements for conferences, seminars and training; assembles and supplies employees with required documentation such as agendas, itineraries and accommodation information.
- m. Acts as liaison between administrative officials, other departments and outside agencies relaying information as needed.
- n. Maintains files on contracts and maintenance agreements up-to-date at all times. Forward new copies to City Clerk for review by the City Attorney and for creation of a new ordinance.
- o. Maintains employee time records, comp-time, overtime, and other related personnel records for the department. Prepares timesheets for payroll. Reconcile time records database data against timesheets that are submitted. Ensure that all accrued time off is assigned correctly and at the appropriate time per City policy. Track time for the sick incentive bonus given to employees who qualify twice a year. Keep track of the number of absences and require physician notes as stipulated by city policy. Employee time off balances are posted after each pay period to employees by email.
- p. Administrator for the City local area network. Add new user accounts, set up email accounts, reset passwords, and manages internal IT Helpdesk. Maintains a list of active users and their required access to stay in compliance with CJIS security. Point of contact for criminal justice data service and information

technology technical service provider, verifies contract and billings are in sync, and participates in IT planning needs for the Department.

- q. Administrator for the Mobile Ticketing program. Add charge codes as requested to the Department's charge table and requests an assignment of UTT numbers from the MSHP in Jefferson City as needed.
- r. Administrator for the First Responder ID card system. Add and remove Department employees as necessary.
- s. Administrator for the government campus security surveillance system. Makes notification for maintenance as needed and archives system records as directed by Chief of Police.
- t. Administrator for the City phone and voicemail system. Create new voicemail accounts, removed inactive voicemail boxes, reset passwords for users to access their mailbox, program buttons on handsets, make changes on the switchboard through specialized software, and back up the phone system every six months.
- u. Administrator for the City mobile phone plan. Replace, upgrade phones as necessary and under budget. Ensure that all device charges are correct with monthly billings. Deliver each City Department's anticipated mobile phone budget during preliminary budget planning.
- v. Administrator for the City random drug testing program through the approved provider. Maintain current and accurate list of employees on the list that meet the requirements set by the city.
- w. Administer and maintain all asset forfeiture activity logged into the AFS E-Share database. Enter and certify all DAGs, submit all state and federal compliance reports. Route incoming shared asset payments to the appropriate assigned account by the Finance Department.
- x. Assigned as the Department's Terminal Agency Coordinator (TAC) that serves as the primary liaison to the criminal justice database service provider, coordinates access authorization and testing compliance, and participates in access and compliance audits.
- y. Manage and maintain activities, requirements and compliance reports associated with all State and Federal Equipment grants awarded to this agency.
- z. Assist with the Department recruitment of police officers for employment. Collect all incoming applications, create files for each, track their status in a database from beginning to end. Schedule the hiring process components for each applicant and correspond with each applicant on a regular basis during the process as to their status. If hired, complete a list of items that includes, but is not exclusive to, assign DSN, uniform and equipment orders, set up access in applicable law enforcement software, set up training for new users with the criminal justice data service provider.

- aa. Participates in the Department's law enforcement professional standards program by compiling and providing information necessary to complete certification audits.
- bb. Receives, opens, sorts and distributes incoming police department correspondence, including faxes and email. Processes outgoing mail.
- cc. Performs other daily computer data entry, retrieval duties, and prepares ad-hoc reports as needed.
- dd. Performs other reasonably related duties as assigned by the Chief of Police.