

DU-COMM

DuPage Public Safety Communications
420 N. County Farm Road, Wheaton, IL 60187
(630) 260-7500 Main
www.ducomm.org



JOB DESCRIPTION

Administrative Assistant-Ops

Reports To: Deputy Director
FLSA Status: Non-Exempt
Updated: May 23, 2024

Summary

Provide efficient operations of administrative tasks for the Operations Department.

ESSENTIAL JOB FUNCTIONS

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential function of the job at any time.

- Provide administrative support to the Operations Department.
- Assist in the scheduling of Operations Personnel.
- Process Freedom of Information Act (FOIA) requests and internal records requests.
- Process audio recording requests.
- Perform clerical based project work.
- Prepare agency meeting rooms for functions.
- Prepare and distribute meeting agendas, packets, and minutes.
- Attend agency meetings, as needed, as the agency scribe and transcribe notes on all proceedings.
- Responsible for maintaining hardcopy and electronic agency files.
- Provide support to administrative staff as directed. Such tasks may include but not limited to: photocopy projects, presentations, CD duplications, maintain/organize files, letter or email correspondences, and general filing.
- Assist with the archiving and/or disposal of records as appropriate.
- Ensure prompt processing of all invoices and credit card statements for the Operations Department, obtaining all needed approvals.
- Communicate effectively, orally, in writing, and via various forms of electronic media, with all levels of management and technical/non-technical staff.
- Maintain confidentiality regarding personnel and sensitive matters.
- Must achieve and maintain certifications for NIMS, L.E.A.D.S., FOIA and Open Meetings Act (OMA) requirements.
- Comply with all orders, policies, procedures, rules and regulations of DU-COMM.
- Follow written and verbal instructions.
- Perform any other duties as assigned by supervisor.

SUPERVISORY FUNCTIONS

- None

MINIMUM QUALIFICATIONS

- Two (2) years of experience in receptionist, clerical, or secretarial duties.
- Must be at least 18 years of age.
- A high school diploma or equivalent is required.
- Typing speed of 35 words per minute.
- Must be of strong moral and ethical character.
- Must possess a valid driver's license or IL State ID.
- Strong problem solving skills, attention to detail, and follow-up.
- Proficient in the English language including the proper usage, spelling, punctuation, and grammar.
- Strong interpersonal skills to include the ability to work one-on-one, in a group environment, and public speaking.
- Proficient in Microsoft Office, including Microsoft Word, Outlook, Excel, and PowerPoint.

Must be able to successfully pass a thorough background investigation, psychological exam, medical exam, and medical/drug screenings.

PREFERRED QUALIFICATIONS

A strong candidate will also have experience in the following areas:

- Previous experience in a public safety environment.
- Municipal, County, or local government experience.
- Foreign language skills in Spanish or other desired languages.
- Computer/data entry experience.

PHYSICAL/MENTAL REQUIREMENTS

- Must be articulate and comfortable speaking in front of others.
- Must be able to speak and communicate clearly over telephones, radios, and in-person.
- Regularly work in an indoor/office environment and required to sit and/or use repetitive hand motion.
- Frequently required to talk, hear, stand, and walk.
- Must be able to adjust hours, as needed, for scheduled events.
- Must be able to work under stressful situations, have good cognitive skills, maintain work accuracy, and the ability to concentrate on more than one task at a time.
- Must have the ability to read and discern visual images on a variety of media with 20/20 corrected vision.
- Must hear speech out of both ears in the normal range of 30 dB at 500 to 2000 Hz range.
- Must be in sound physical health as determined by a certified licensed physician with no evidence of the use of controlled substances.

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