

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Administrative Assistant</b>	Department:	Police – Victim Assistance
Requisition Number:	2022278		
Hours:	7:30 a.m. – 4:30 p.m. (may vary)	Rate of Pay:	\$23.5470 per hour
Date Posted Up:	10/06/2022	Date Posted Down:	10/12/2022
Time Up:	12:15 p.m.	Time Down:	4:30 p. m.

**SUMMARY**

The Administrative Assistant will perform victim services and a variety of duties including gathering information, inputting information regarding services provided, grant reports and clerical for the Fort Wayne Police Department Victim Assistance Office. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including victim records and all associated information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. In addition, provide assistant to the Director on grants and serve as administrator to those grants. Other duties may be assigned.

**Management & Operations**

- Manages and supports the grants requirement and implementation for the organization;
- Identifies and develops strategies to optimize the grants administration process;
- Oversees the grants are implemented according to the operational and financial needs of the organization;
- Oversees that other grant staff (coordinators, writers and administrators) are complying with their job responsibilities;
- Orders equipment and supplies as needed for the office along with keeping track of inventory;
- Handles money as it pertains to petty cash, deposits, invoices, and restitution for the office and for the Mayor’s Commission on Domestic Violence, Sexual Harassment, and Rape;
- Performs office administrative duties for the Victim Assistance Office;

**Document Management, Processing & Analysis**

- Performs relevant research to identify available grant opportunities and evaluate the results;
- Oversees invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process;
- Prepares financial or budget plans and allocation along with the planning and finance department in accordance with each requirement;
- Analyzes the budget trends and makes recommendations for cost control and reduction for various grants;
- Provides detailed reports to the funders and the board of directors with respect to the organization’s progress;
- Monitors paperwork and other related documents connected with grant-funded programs;

- Maintains records of all payments and receivables and prepare monthly records for all grant related activities;
- Keeps track of department's budget along with the Mayor's Commission on Domestic Violence, Sexual Harassment, and Rape;
- Assists Director in recordkeeping, compiles statistics, and maintains data;
- Tracks disposition of domestic violence cases, and demographics of clients serve;
- Assists in preparation of monthly, semi-annual, and annual grant reports; Sets up spread sheets;
- Maintains client files, data entry, calculate monthly stats from victim data files;
- Assists in entering daily reports for staff during the week and as needed on weekends.

**Information & Communication**

- Writes grants by coordinating with grant writers or coordinators;
- Informs relevant staff about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities;
- Performs crisis intervention, information, guidance, and support for victims of crime;
- Types confidential correspondence, memos, reports, bulletins, letters, special projects, and performs research as assigned; Designs various forms and brochures;
- Uses a multiline phone system and answers incoming calls to the department; Directs each call to the correct person or takes a message and delivers immediately to the appropriate individual; Checks voicemails each morning on the office's main line;

**MARGINAL FUNCTIONS**

- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

In the absence of the Director in conjunction with or the absence of the Senior Victim Advocate the Administrative Assistant will provide day to day guidance for the other reporting staff.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Four year degree preferred, or equivalent combination of education and experience.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to keyboard and perform data entry accurately, a keyboarding test will be administered; Experience using other standard office equipment;
- Must be proficient on Microsoft Word and Excel and familiar with PowerPoint, Publisher, and Access software;
- Experience with Quicken is helpful;

- Must have strong organizational skills, the ability to work independently, and the ability to prioritize.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

### **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; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.