VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position

TITLE OF POSITION: ADMINISTRATIVE ASSISTANT
CLASSIFICATION CODE: 00404700
SALARY RANGE: GR 815 32032-35092
REFERENCE POSITION NO.: 2082-40300-TBA
Department or Agency Name: EXECUTIVE
APPLICATION PERIOD: 2/23/2007 - 3/04/2007
Division/Section/Unit: RHODE ISLAND MUNICIPAL POLICE ACADEMY
Assignment(s) / Comments:
Shift and Days: M-F 8:00 AM - 4:00 PM
Job Location: LINCOLN, RI
Restrictions/Limitations:
Position Covered By Collective Bargaining Union Agreement **YES** No X
Name of Bargaining Unit Union:
There is ____ is not _X_ a Civil Service List for this position **See A/B or Both for Specific Instructions**

NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.

General Information to Candidate

INSTRUCTIONS:

A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

Most Important - Please include the following information:

- *The title of the position for which you are applying*
- *Name of department where you are currently employed*
- *Title of your present position and date you entered it*
- *Your business telephone number*
- *Date you entered State service*
- *Present Union Affiliations*

****** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.***

B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:

If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.

C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- **Reasonable Accommodations:**

If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.

- **Medical Information:**

Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

Statement of Duties

DUTIES / RESPONSIBILITIES:

TO SERVE AS AN ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR OF THE RHODE ISLAND MUNICIPAL POLICE ACADEMY AND PROVIDE CONFIDENTIAL SERIVCES TO THE CHAIRMAN OF THE POLICE OFFICERS COMMISSION ON STANDARDS AND TRAINING AS DIRECTED BY THE EXECUTIVE DIRECTOR IN THEIR CAPACITY TO FORMULATE, DETERMINE AND EFFECTUATE MANAGEMENT POLICIES IN THE AREA OF LABOR RELATIONS; TO BE RESPONSIBLE FOR CONFIDENTIAL AND SENSITIVE ADMINISTRATIVE DETAILS INVOLVING LABOR/MANAGEMENT RELATIONS, PERSONNEL MATTERS, GRIEVANCES, ARBITRATIONS, AND TO EXERCISE DISCRETION AND CONFIDENTIALITY IN REGARD TO THESE MATTERS. THE ABILITY TO WORK UNDER PRESSURE; REQUIRES A GENERAL KNOWLEDGE OF THE LAW ENFORCEMENT PROFESSION AND LAW ENFORCEMENT TRAINING TERMINOLOGY. **SEE ATTACHED SPECIFICATIONS**

Minimum Education & Experience

EDUCATION AND EXPERIENCE: GRADUATION FROM A SENIOR HIGH SCHOOL, INCLUDING OR SUPPLEMENTED BY COURSES IN TYING, WORD PROCESSING, WEBSITE MAINTENANCE AND RELATED BUSINESS/OFFICE PRACTICES. EMPLOYMENT IN A RESPONSIBLE SECRETARIAL ADMINISTRATIVE ASSISTANT WHICH INCLUDED COMPLEX CLERICAL DUTIES AND THE INDEPENDENT HANDLING OF CONFIDENTIAL INFORMATION AND ADMINISTRATIVE DETAILS IN A LAW ENFORCEMENT RELATED ENVIORNMENT. THIS POSITION REQUIRES SUCCESSFUL COMPLETION OF A CRIMINAL HISTORY BACKGROUND CHECK, CREDIT CHECK, AND CHARACTER/BACKGROUND INVESTIGATION.

Where to Apply

Apply within the application period as shown on this announcement. **NOTE**: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. **SEND RESUME or CS-14 Application to:**

RI POLICE ACADEMY
CHIEF ANTHONY J SILVA, DIRECTOR
1762 LOUISQUISSET PIKE
LINCOLN, RI 02865

Telephone #: 401-722-5808
Fax #: 401-722-3151
TTY/TDD #:
(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Rhode Island Municipal Police Academy

Job Description

CLASS TITLE: **Administrative Assistant**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as an administrative assistant to the Executive Director of the Rhode Island Municipal Police Academy (RIMPA) and provide confidential services to the Chairman of the Police Officers Commission on Standards and Training (POST) as directed by the Executive Director (RIMPA) in their capacity to formulate, determine and effectuate management policies in the area of labor relations; to be responsible for confidential and sensitive administrative details involving labor/management relations, personnel matters, grievances, arbitrations, etc. and to exercise discretion and confidentiality in regard to these matters; to maintain the utmost confidentiality with respect to management processes, strategies and organizational initiatives and to exercise discretion regarding related issues and activities; reports directly to the Executive Director and performs specialized confidential secretarial work including duties which are technical and confidential in nature, involve a high degree of initiative and independence and require a knowledge of modern business and office practices and equipment; additional requirements include knowledge of general personnel and budgetary practices, knowledge of the functions, organization, and policies of the Police Academy, and the State of Rhode Island, the ability to establish and maintain harmonious working relationships with others, and the ability to work under pressure; requires a general knowledge of the law enforcement profession and law enforcement training terminology.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Director of the Rhode Island Municipal Police Academy as authorized by the Police Officers Commission on Standards and Training.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To serve as a confidential secretary/administrative assistant to the Executive Director of RIMPA and confidential secretary/administrative assistant to the POST.

- To attend employee disciplinary proceedings, maintain notes, research and prepare written responses to labor complaints, and coordinate operations for grievance hearings.

- Establishes and maintains confidential files and is responsible for the development, maintenance, and security of medical and psychological testing reports of all police recruit candidates in accordance with established guidelines of the Rhode Island Secretary of State and the Rhode Island General Laws.

- Maintains and executes the operating and personnel budgets, interpreting state budgetary procedures, and advising the Executive Director and the POST regarding the budget status throughout the fiscal year.

- Creates data base files, maintains documentation and manages all records regarding the RIMPA financial transactions, check disbursement, requisitions, invoices, prepares payment vouchers, maintains payroll records, and oversees payroll disbursement for RIMPA staff and instructors, and records and monitors all encumbrances and expenditures.

- Maintains, monitors, and reports on all personnel leave and time records and prepares personnel forms.

- Serves as RIMPA liaison to various State departments, to include, but not limited to; Accounts and Control, Information and Technology, Personnel, Human Resources, and Community College of Rhode Island staff.

- Serves as the RIMPA liaison with vendors, police departments, other state and federal law enforcement agencies, educational institutions, and outside training organizations.

- Provides the RIMPA first point of contact to law enforcement agencies and the general public, responding to questions, providing schedules, arranging appointments for or with RIMPA training staff and providing general informational services.

- Plans the purchase of and acquisition of RIMPA office equipment and supplies.

- Maintains records relating to adjunct instructor teaching hours, payroll and preparation requirements for contracting activities and maintains all files including personnel and other confidential records on RIMPA employees, purchases, recruits, and in-service trainees.

- Performs basic secretarial duties, such as photocopying, filing, receptionist functions and mailings, document generation, technical and statistical reports and data for publication.

- Establishes and maintains a comprehensive filing system and a central reference library and database.

- Arranges and handles logistics for conferences and meetings with staff of Community College of Rhode Island.

- To be responsible for confidential and sensitive administrative details involving officer medical and psychological reports.

- Maintains website and performs other duties as requested by the Executive Director and the POST Chairperson.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Must possess strong computer skills including previous demonstrated experience with Microsoft Word and Microsoft Excel. Microsoft Access, Microsoft Publisher, and Adobe in Design is a plus. Must also possess good time management skills, ability to multi-task, excellent organizational and interpersonal skills, dependability, and be able to work as a team player.

This position requires successful completion of a criminal history background check, credit check, and character/background investigation as required and administered by the Police Officers Commission on Standards and Training.

EDUCATION AND EXPERIENCE:

Education: Graduation from senior high school, including or supplemented by courses in typing, word processing, website maintenance and related business/office practices.

Experience: Employment in a responsible secretarial administrative assistant which included complex clerical duties and the independent handling of confidential information and administrative details in a law enforcement related environment.

Spec Created:	November, 2006
Type of Service:	Unclassified
Class Code:	00404700
Work Week:	40 hrs
Pay Grade:	815A