

Position Title: Administrative Coordinator II-Chief's Office

Department: Vicksburg Police Department

Position Type: Full Time

Reports To: Deputy Chief of Administration

FLSA Status: Non-Exempt

Prepared By:

Prepared Date:

Approved By:

Approved Date:

Position Summary

The Administrative Coordinator II – Chief's Office provides confidential clerical and administrative support. This position is responsible for preparing official correspondence, maintaining sensitive records, and providing general administrative assistance within the Chief's Office. The Administrative Coordinator II performs duties requiring professionalism, discretion, and knowledge of departmental operations.

Essential Duties and Responsibilities

- Provide direct clerical and administrative support for the police department.
 - Prepare, type, format, and distribute official correspondence, memoranda, and other documents as directed.
 - Prepare personnel action forms, employment documentation, and offer letters for newly hired employees as directed.
 - Coordinate issuance of department key cards and facility access credentials for authorized personnel.
 - Maintain confidential files, personnel-related documents, and other sensitive departmental records in accordance with retention policies.
 - Maintain organized filing systems for the Chief's Office.
 - Respond to inquiries directed to the Chief's Office and refer matters to appropriate personnel or department.
 - Serve as a secondary (backup) timekeeper by assisting with timesheet processing and payroll documentation in the absence of the primary designee.
 - Maintain and distribute the department roster to Police Administration and 911 Dispatch, ensuring updates are communicated as changes occur.
 - Submit required law enforcement applications and documentation to the Board of Law Enforcement Officers Standards and Training (BLEOST) through the Acadis website.
 - Assist with onboarding new Police Department employees by preparing and processing required employment documentation, coordinating key card access, and facilitating completion of necessary forms.
 - Prepare and submit travel authorization and reimbursement documentation for department personnel in accordance with city policies and procedures.
 - Maintain confidentiality of sensitive personnel, disciplinary, legal, and departmental matters.
 - Provide general administrative assistance to command staff as assigned.
 - Any other duties as assigned.
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Knowledge, Skills, and Abilities

- Proficiency with Microsoft Office (Excel, Word, Outlook).

- Strong organizational and record-keeping skills with attention to detail.
 - Ability to maintain confidentiality and handle sensitive information.
 - Strong communication skills, both written and verbal.
 - Ability to multitask and prioritize work in a fast-paced environment.
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Minimum Qualifications

- High school diploma or equivalent required.
 - Prior clerical or receptionist experience preferred.
 - Ability to communicate professionally with the public and department personnel.
 - Ability to handle confidential information with discretion.
 - Basic knowledge of general office equipment and word processing.
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Working Conditions

- Work performed primarily in an office setting.
 - Frequent interaction with department personnel and city staff.
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Disclaimer

This job description is intended to describe the general nature and level of work performed by employees in this classification. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The Vicksburg Police Department reserves the right to modify the content of this description as necessary.