



Mackinac Island Police Department
P.O. Box 188, 7374 Market Street, Mackinac Island, Michigan 49757
Ph: 906-847-3345 • Fax 906-847-0344



Position: Police Administrative Assistant (civilian)

Position Summary

Under the direction of the Chief of Police, this position serves as a confidential administrative position; and performs clerical and complex secretarial tasks. The person serving in this capacity will have direct contact with the public in an office setting, and will help facilitate the daily operation of the Mackinac Island Police Department.

This position is a (6) six month seasonal position, with full-time (40 wk) hours.

Minimum Qualifications, Knowledge, Skills and Abilities

The requirements listed below are representative of the skills, abilities and minimum qualifications necessary to perform the essential functions and responsibilities of the position.

- High school diploma (Associates degree preferred)
- Knowledge of IT, computer systems and commonly used software
- Excellent customer service skills, both verbal and written
- Careful attention to detail
- Ability to compose and format letters and correspondence with proper grammar and written English skills
- Experience in municipal government preferred, but not necessary

Essential Job Functions, Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned to this classification, and are not to be construed as an all-inclusive list of job duties performed in this position.

- Superior office skills such as typing, calculating, computer knowledge, excellent communication skills, composition and grammar.
- Must be able to interact tactfully and courteously with the public and other employees.
- Will assist in gathering information to complete FOIA requests, and requests from other departments for information on persons, incidents and events.
- Compose correspondence concerning administrative and general office policies for the Chief of Police.
- May be trained to operate certain State information systems.
- Anticipate, collect and prepare materials and information needed by the Chief for meetings, conferences, appointments, correspondence, etc., and inform the Chief of all matters relevant to the administrative functioning of the Police Department.

- May assist in the preparation of the budget and financial reporting process.
- Possesses some basic math skills.
- Maintains records, minutes, and files on various City, County, State and Federal committees relating to the Chief of Police.
- Prepare special reports, summaries, replies to inquiries, gathers relevant information from a variety of sources under general direction.
- Position requires self-motivation, and the ability to work independently; as well as a team.
- Great attention to detail is a must.
- A full understanding of confidentiality is imperative, and will not be compromised.
- Must be able to deal with a variety of situations that fall within the realm of a public safety environment.
- Flexibility in scheduling on occasion.
- To administratively handle office functions for the Police Department, such as ordering supplies, sorting mail, processing bond for the Court, receipts, copying, faxing, filing, making appointments, and sale of various City licenses.
- Disseminate incoming materials, specially gathers or coordinates information for the Chief.
- In the Chief's absence, ensures that requests for action or information are relayed to the appropriate staff member; and as needed, interprets requests to help implement action, and ensure information is furnished in a timely manner.
- Answers telephone and personal inquiries, routes calls, and secures and relays pertinent information as needed to department members.
- Deal tactfully and courteously with the public and employees. Follow verbal and written direction, and carry assignments to completion without close supervision.
- Must pass a thorough background and fingerprint check.
- Must pass drug testing and psychological evaluation.
- Perform related work as required.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk and hear. The employee must have normal sight or vision (aided or unaided), and be able to distinguish and identify colors. The employee is required to read documents and view information on a computer screen. The employee will frequently be required to stand, walk, and use normal hand dexterity. The employee will need to reach with hands and arms above their head, or at ninety degrees to their shoulders, and climb and descend stairs. This position may require a person to squat, bend, stoop, or crouch. The employee must occasionally exert up to 20 pounds of force, and be able to lift and/or move office items.

Benefits

- Hourly wage determined by experience.
- If candidate is located on the mainland, assistance with commuting to the Island will be provided.

To Apply

Submit a cover letter, resume and City application to: mipdchief@cityofmi.org, or mail to the

Mackinac Island Police Department, PO Box 188, Mackinac Island, MI 49757. Applications can be found by going to cityofmi.org, selecting the police department tab to navigate to our page, and scrolling down to find the employment application packet. Application and waiver must be completed.