



# **MERCEDES POLICE DEPARTMENT**

2314 N. FM 491 Rd.  
Mercedes, Texas 78570  
(956) 565-3102 Fax (956) 565-2583

Francisco Sanchez  
Chief of Police

## **Police Department Administrative Assistant**

**Department:** Mercedes Police Department

**Reports To:** Chief of Police or Designee (Lieutenant)

**Work Schedule:** Monday–Friday, 8:00 a.m. to 5:00 p.m.

*May be required to work after hours, weekends, or holidays for police-related events. Overtime available only when preapproved by the Chief of Police*

### **Position Summary**

The Administrative Assistant to the Chief of Police provides high-level administrative and clerical support to the Chief of Police and designated command staff. This position requires a highly organized, detail-oriented professional capable of managing multiple priorities in a fast-paced law enforcement environment while maintaining confidentiality and professionalism.

The Administrative Assistant plays a key role in departmental operations, fiscal tracking, scheduling, communications, records management, and logistical support for department functions and community events

### **Essential Duties and Responsibilities**

Duties include, but are not limited to:

#### **Administrative Support**

- Provide direct administrative support to the Chief of Police and designated Lieutenant.
- Maintain and manage calendars, schedule meetings, coordinate appointments, and administer conference logistics.
- Attend meetings as assigned to take minutes, prepare summaries, and distribute documentation.
- Prepare correspondence, memoranda, reports, agendas, and official documents.
- Answer incoming phone calls, route messages appropriately, and provide professional customer service to the public and department personnel.

#### **Payroll & Fiscal Duties**

- Process employee time sheets and payroll documentation accurately and in a timely manner.
- Prepare and submit purchase orders and requisitions.
- Record and track invoices.

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- Assist with budget amendments and financial documentation.
- Maintain financial records for audits and departmental reviews.

## **Records Management & Compliance**

- Organize and maintain files and records in preparation for audits and inspections.
- Ensure confidential and sensitive information is handled properly.
- Maintain accurate departmental documentation and recordkeeping systems.

## **Inventory & Logistics**

- Manage office and departmental inventory.
- Order supplies and equipment as needed.
- Track asset usage and maintain inventory logs.
- Coordinate travel arrangements for command staff and departmental personnel, including lodging, transportation, and training registrations.

## **Event Planning & Community Engagement**

- Assist with planning and coordinating department functions, ceremonies, trainings, and community outreach events.
- Provide administrative support during police-sponsored events, which may occur after hours or on weekends.

## **Required Knowledge, Skills, and Abilities**

### **Professional Skills**

- Ability to prioritize tasks and manage time effectively in a deadline-driven environment.
- Strong written and verbal communication skills.
- Exceptional organizational and attention-to-detail abilities.
- Ability to work independently and exercise sound judgment.

### **Technical Skills**

- Proficiency in Microsoft Office Suite, including:
  - Word
  - Excel
  - PowerPoint
- Ability to operate standard office equipment such as multi-line phones, scanners, copiers, and printers.

### **Interpersonal Skills**

- Maintain professionalism and confidentiality at all times.
- Work effectively with sworn personnel, civilian staff, city departments, and the public.
- Demonstrate flexibility and adaptability to changing priorities.

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## **Minimum Qualifications**

- High school diploma or GED required; associate degree or higher in business administration or related field preferred.
- Previous administrative or clerical experience, preferably in a municipal or law enforcement setting.
- Experience with payroll processing, purchasing systems, and recordkeeping is preferred.
- Must pass background investigation in accordance with departmental and city requirements.

## **Physical & Work Environment**

- Work is primarily performed in an office setting.
- Requires extended periods of sitting, standing, typing, and use of office equipment.
- Occasional lifting of office supplies or equipment up to departmental limits.
- May be required to attend off-site meetings or events.