



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Police Training Assistant  
**Department:** Police  
**Classification:** 5001  
**Pay grade:** 16C  
**FLSA:** Non-Exempt

**Prepared Date:** 12/06  
**Approved By:**  
**Approved By:**

### **Summary**

Provides administrative and clerical support to facilitate the training and travel functions within the Police Department.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Maintains training documentation for all sworn personnel ensuring that the Department meets all mandatory retraining requirements established by the FDLE Division of Criminal Justice by June 30 of each year.

Maintains training data which includes attendance to all types of training programs.

Obtains and delivers travel documents for personnel receiving training outside of South Florida.

Collects, verifies and maintains documentation of applicants' compliance with State standards, officer employment training, education, etc.

Maintains and updates all personnel files for sworn and civilian personnel.

Notifies sworn and civilian personnel that they are eligible to review their personnel files on a scheduled semiannual basis.

Organizes personnel files for public review as directed.

Schedules the monthly administrative division and training committee meetings. Takes and transcribes minutes from these meetings. Distributes minutes to appropriate personnel.

Administers the distribution of the Salary Incentive Program ensuring that eligible personnel receive their benefit which is capped at \$130.00 per month. Prepares annual salary incentive report which is due on April 1<sup>st</sup> of each year.

Prepares and disseminates reports, memoranda, correspondence, etc.

Analyzes problems and recommends solutions.

Relieves and replaces Administrative Assistants.

Assists in writing, editing, and updating reports and training materials.

Orders and maintains supplies.

Answers incoming calls in a courteous, professional manner; schedules appointments and routes telephone calls to the appropriate personnel.

Answers routine questions and refers other questions to the appropriate personnel.

Conforms with and abides by all regulations, policies, work procedures, and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

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

Knowledge of laws, policies and procedures regarding State certification for police personnel. Knowledge of local educational resources and sources of available information useful in planning training programs. Ability to plan and implement training programs. Ability to exercise good judgment in the selection of training programs. Ability to advise employees regarding training matters. Ability to maintain confidentiality. Ability to communicate in a professional manner. Skills in written and oral communication. Interpersonal skills. Skills in Microsoft Word, Outlook Express, Excel, PowerPoint, and Windows.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

High school diploma or equivalent.

Five (5) years clerical or technical experience in a police department or other municipal government setting is required.

A comparable amount of training or experience may be substituted for the minimum years of work experience.