

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
PANAMA CITY - BAY COUNTY INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Administrative Clerk – Police

DEPARTMENT: Police Department

SUPERVISOR: Police Chief

EFFECTIVE DATE: October 1, 2020

PAY LEVEL: 120 (\$30,508.36 - \$47,287.96)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Administrative clerical position performing a variety of typing, and associated duties for the Police Chief and members of the Police Department staff. Serves as public liaison for the Police Department by providing information and assistance to the traveling public in a friendly and courteous manner. Performs related duties as required.

EXAMPLES OF DUTIES: Assists with the issuance of ID badges. Helps maintain administrative records for the Police Department and forwards records to the appropriate local, state or federal agency and/or court. Processes the collection and distribution of all monies associated with the Police Department to include fees, fines and penalties. Maintains appropriate financial records associated with such monies. Type correspondence, reports and other documents as directed. Helps maintain the filing system for the Police Department's records and documents. Composes effective and accurate correspondence and deals with non-routine matters independently. Receives calls, greets visitors and provides airport information to the general public as requested. Takes care of routine matters and refers other inquiries to appropriate personnel.

QUALIFICATIONS: Above average competency in communications; good human relation skills; ability to exercise considerable independent judgment and initiative; strong organizational skills; familiarity with information processing systems. Graduation from high school or possession of an acceptable equivalency diploma required. Three years of experience in responsible clerical capacity. Police department experience and knowledge of the record keeping process associated with law enforcement agencies is preferred. Comparable training/experience may be substituted for minimum requirements. Must have a valid Florida Driver's License.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

