



City of Bridgeport, Connecticut Civil Service Commission/Human Resources

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission/Human Resources
DATE: May 29, 2024
RE: Administrative Assistant to the Deputy Chief

The **Police Department** has an opening for the above-referenced position.

Annual Salary is \$63,337.00 and the Job Description is attached.

If you are a LIUNA affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to COB.Jobs@BridgeportCT.gov using the Subject line of “LIUNA – Administrative Assistant to the Deputy Chief”

This Notice is also available for review on our City’s Career Website
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

Deadline for signing is June 12, 2024, at 11:59pm.

JOB DESCRIPTION

Job Title: **ADMINISTRATIVE ASSISTANT**
Department: various
Reports To:
Union / Pay Grade: LIUNA /
Prepared by: City-LIUNA Reclassification Committee
Prepared Date: August 1, 2010

GENERAL STATEMENT OF DUTIES

Provide office services and support such as answering and directing telephone calls and visitors, writing memos and correspondence, scheduling meetings, maintaining records and files, maintaining office supplies, and maintaining the office budget.

SUPERVISION RECEIVED

Ranges from Daily to Minimal; supervision provided on an as-needed basis

SUPERVISION EXCERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. General office duties, including but not limited to: answering and directing telephone calls, distributing mail, preparing mailings, maintaining records and files, preparing reports, making copies, faxing and maintaining office equipment.
2. Maintain and order office supplies.
3. Schedule and organize meetings.
4. Maintain personnel records.
5. Write memos and correspondence.
6. Process invoices and maintain budget.
7. Specialized services which are specific to the department (e.g. writing proclamations, assignment of caseloads, intake/discharge of clients).
8. Handle complex assignments where problem solving, independent data collection and creativity are required.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative and management tasks may be assigned as appropriate.

- Additional duties may be required that are particular to the department.

MINIMUM EDUCATIONAL REQUIREMENTS

High School diploma
OR Business school training

EXPERIENCE

None

KNOWLEDGE, SKILLS AND ABILITIES

- Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Office applications as necessary.
- Excellent verbal and written communication skills.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Bilingual language skills (usually English-Spanish) are advantageous.

LICENSES AND CERTIFICATIONS

A valid Connecticut driver's license may be required for transportation between various sites.

PHYSICAL DEMANDS

Refer to attached sheet

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Physical & Cognitive Demands

Date: 8/1/2010

Position Title: Administrative Assistant

Position #:

Physical Demands	Comment	Frequency (select one)			
		Rarely	<1/3	1/3 < 2/3	>2/3
Standing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of hands/fingers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending / Stooping		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Up to 35 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tasting / Smelling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle operation	Type:Automobile (Non-CDL)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands	Level (select one)
Communication	<input checked="" type="checkbox"/> Comprehend and use basic language, either written or spoken, to communicate information and ideas
	<input type="checkbox"/> Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas
Calculation	<input checked="" type="checkbox"/> Perform numerical operations using basic counting, adding, subtracting, multiplying or dividing
	<input type="checkbox"/> Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols
Problem Solving	<input checked="" type="checkbox"/> Formulate and apply appropriate course of action for routine or familiar situations
	<input type="checkbox"/> Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

The above list is intended to be a fair representation of the 'typical' physical and cognitive demands of the position. It is not, nor is it intended to be, a comprehensive listing of all physical or cognitive demands encountered in this position.