



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
Executive Assistant to the Chief of Police
Class Specification**

JOB SUMMARY

Under general guidance from the **Chief of Police or designee**, the Executive Assistant to the Chief of Police performs a variety of complex, confidential, and responsible administrative and secretarial duties in support of the Chief of Police or designee and the Police Department management team. The position also performs specialized technical and administrative work characteristic of the Police Department and may supervise assigned clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Executive Assistant to the Chief of Police. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Perform a wide range of complex, responsible, and confidential administrative duties for the Chief of Police or designee and other management personnel.
- Screen incoming calls, visitors, and correspondence; respond to requests for information and assistance; resolve citizen concerns and complaints in a professional manner.
- Participate in the recruitment, selection, training, and evaluation of assigned staff; implement discipline and corrective actions as needed.
- Plan, prioritize, assign, supervise, and review the work of staff involved in assigned administrative activities.
- Independently compose and respond to routine correspondence and communications.
- Coordinate and arrange meetings, conferences, civic events, and travel plans; maintain calendars, schedules, and meeting logistics; track departmental credit card expenditures.
- Take and transcribe dictation from the Chief of Police or designee and other management staff as required.
- Prepare, assemble, type, and distribute reports, correspondence, and other materials.
- Evaluate operational procedures and recommend organizational or procedural improvements; prepare related reports.
- Prepare meeting materials and maintain a log of outgoing communications.
- Maintain office manuals, resource materials, and subscriptions; order and maintain office supplies, stationery, business cards, and other materials for department management.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High school diploma or GED is required.
- Five (5) years of full-time clerical or administrative support experience is required. Equivalent education and experience demonstrating the ability to perform the duties may be considered.
- Computer proficiency and familiarity with office software and database are desirable.

Licenses, Certifications and/or other Special Requirements

- Possession of a valid California Driver's License and an acceptable driving record may be required based on assignment.
- Ability to maintain insurability under the City's vehicle insurance policy.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operation of modern office equipment;
- Proper usage of the English language;
- Proficiently use various computer software programs relevant to the Police Department and the Finance Department;
- Methods and techniques in quality customer service; and
- Basic principles, and practices & procedures involved in the preparation and processing of payroll records.

Ability to:

- Maintain accurate and detailed records;
- Perform basic arithmetic computations;
- Perform complex clerical work, involving independent judgment and requiring accuracy and speed;
- Make minor decisions in accordance with the laws, ordinances and departmental policies and procedures;
- Communicate effectively and concisely, both verbally and in writing;
- Deal tactfully and courteously, and to both establish and maintain cooperative working relations with the general public and city staff;
- Follow written and oral instructions;
- Interpret and then apply instructions, policies, directions and guidelines; and
- Perform required duties and responsibilities while maintaining confidential and privileged status information and data.

PHYSICAL DEMANDS

The duties of this position are primarily performed in a standard office environment. The Executive Assistant to the Chief of Police or designee must possess the ability to:

- Sit or stand for extended periods;
- Lift, carry, push, and pull objects weighing up to 35 pounds;
- Reach, bend, stoop, and perform repetitive hand and wrist motions;
- Operate standard office equipment, including computers, phones, and copiers; and
- Maintain focus and attention to detail in a fast-paced, confidential, and high-pressure environment.

WORKING CONDITIONS

- Work is performed in a standard office environment with controlled temperature and lighting.
- The role involves frequent use of computers and other standard office equipment.

FLSA Status: Non-Exempt

Bargaining Unit: HPCA

Civil Services Status: Classified

CSC Approval: November 2025