



City of Hutto  
Police Administrative Assistant

<b>SALARY</b>	\$23.88 - \$26.36 Hourly	<b>LOCATION</b>	Hutto, TX
<b>JOB TYPE</b>	Full Time	<b>DEPARTMENT</b>	Police
<b>DIVISION</b>	Non-Sworn	<b>OPENING DATE</b>	06/09/2025
<b>CLOSING DATE</b>	6/20/2025 6:00 PM Central	<b>FLSA</b>	Non-Exempt

Position Overview

Title: Police Administrative Assistant

Department: Police

Status: Full-Time

FLSA: Non-Exempt

POSITION OVERVIEW

The Police Administrative Assistant is the first point of contact for citizens visiting the Hutto Police Department. The person in this position will coordinate front-desk activities, distribute correspondence, accept payment for permits and other products, and direct and redirect incoming calls, assisting all divisions and units within the police department. This position will report to a Police Supervisor.

ESSENTIAL DUTIES

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answer telephone in a clear, concise, and professional manner and direct the call to the appropriate destination.
- Provides general assistance to include filing, mailing of letters and packages, sorting and retrieving records; inputting data using various computer equipment and software; photocopying; collating materials; maintaining office supplies; sorting and distributing incoming mail; assisting the training and recruiting unit, assisting the property and evidence unit; providing administrative support assistance in order to enable staff to effectively, efficiently and promptly perform their duties.
- Assists with special projects and other units and divisions as assigned.
- Process Vendor Permits and complete Pet Registrations; processing payments accordingly and accurately.
- Enters Law enforcement data into the report management system on a daily basis such as CPS cases, name candidating, etc.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITY

Knowledge of innovative technology methods used to disseminate information to staff and citizens

Skilled in typing, spelling, punctuation, grammar and verbal communications

Skilled in offering excellent customer service

Skilled in the use of Microsoft Office products

Ability to be critical and tactful in dealing with people

Ability to prioritize and organize workload

## **EDUCATION, EXPERIENCE, CERTIFICATIONS & LICENSES**

High School graduate or equivalent

Three years of relevant experience necessary to be able to perform the essential duties and requirements of the job

Obtain a Notary certification within the first six months of employment

Must pass an extensive personal background check and be eligible and able to meet all requirements for compliance with CJIS.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work is mostly sedentary, including long periods of sitting, walking, standing, bending, carrying light items.

Must occasionally lift, carry and/or move objects up to 20 lbs and rarely lifts, carries and/or moves up to 75 lbs.

The environment involves everyday risks and discomforts that require normal safety precautions typical of offices, meeting and training rooms. The work area is adequately lighted, heated/cooled and ventilated.

## **PRINCIPLES OF POSITIVE CUSTOMER SERVICE**

This position requires providing positive customer service. The key to good customer service is building positive relationships with the public, vendors, and co-workers.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The City of Hutto is an Equal Opportunity Employer.

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### **Employer**

City of Hutto

### **Address**

500 W Live Oak Street

Hutto, Texas, 78634

### **Phone**

(512) 759-4053

### **Website**

<http://www.huttotx.gov>