



## Administrative Assistant

This job description provides a baseline explanation of the requirements an employee is expected to meet for the duration they are in this position for Public Safety Solutions.

<b>Job title</b>	<i>Administrative Assistant</i>	
<b>Class</b>	<b>X Non-Exempt “Hourly status”</b>	<b>Exempt “Salary status”</b>
<b>Department</b>	<i>Office/Administration</i>	
<b>Reports to</b>	<i>Owners</i>	
<b>Last Updated</b>	<i>January 15, 2026</i>	

### General Summary of Job Purpose

This position supports the daily operation of the office and administrative functions including but not limited to general office management and operations, data entry, customer service.

### Essential Duties, Responsibilities and Job Functions

- Be punctual when arriving to work and returning from breaks or lunch
- Work safely on all projects on or off site
- Support the team atmosphere
- Be able to work to meet customer need and deadlines
- Successfully motivate others
- Provide excellent Customer Service
- Deliver a positive experience regarding the Sales of Services to customers
- Assist with customer complaints and ensure resolution or referral to higher level
- Assist with Project Management as needed
- Maintain a steady and safe work pace.
- Perform shipping and receiving duties.
- Demonstrate responsibility for Company assets on or off work site
- Demonstrate the ability to travel responsibly for company business.
- Any other duties set forth by the Managers/Owners

### Other Job Functions /Working Conditions

- Working conditions at Public Safety Solutions may include normal office conditions
- Standing for extended periods of time on concrete or unlevel flooring
- Lifting objects to waist height and overhead.
- Position may be seated for up to 8-10 hours and standing and walking for up to 8-10 hours.
- Support workplace cleanliness in all areas
- Dress appropriately for position and situation. Maintain personal hygiene at all times.
- Support the overall mission of the Company
- Follow Company policies and procedures

## Skills, Education, Experience, Abilities and Knowledge

### Required:

- Positive Attitude
- Good computer skills and knowledge, Microsoft software and vendor product/software for this position
- Lift up to 50 pounds up to 30% of the time
- Excellent multitasking skills
- Handle deadlines well
- Excellent verbal and written communications
- Read and understand the English language
- Able to successfully follow verbal and written instructions
- A good team player
- Understand and demonstrate safety awareness
- Pro-active thinking skills
- Must have a valid Driver's License and vehicle insurance.
- High school diploma or GED is required

### Desired:

- Desired hands-on knowledge of general office management and Generally Accepted Accounting Principles (GAP).
- Desired knowledge of office and computer equipment and their operations
- Minimum of one year of experience in Public Safety is preferred
- An advanced understanding of Microsoft products as well as other office management software.

## Physical requirements

**Seeing:** Must able to see to read and follow instructions

**Hearing:** Must be able to hear to effectively communicate with clients, vendors, and coworkers

**Sitting:** Must be able to sit for extended periods of time

**Standing/Walking/Reaching/Balance:** Must be able to move about work site for an extended period of time.

**Climbing/Squatting/ Crawl/Crouch/ Kneeling:** Must be able to stoop or kneel to pick up products or materials. Climbing stairs.

**Lifting/Pulling/Pushing/Carrying:** Must be able to lift and carry up to 50 pounds 30% of the time. Must be able to lift objects above/below the waist.

Over 50lbs requires team lift.

**Hands Used for Repetitive Actions:** Must be able to Simply/lightly grasp, Firm/strong grasp, Fine Dexterity (i.e. keyboarding)

### Position specific requirements:

Exposure to marked changes in temperature and humidity?

Driving Automotive equipment, pallet jacks, carts or other equipment?

Wearing personal protective equipment (PPE)?

Safely being around moving equipment or machinery?

Working on unprotected heights and uneven ground?

Percentage of Work Time Spent On			
0-24%	25-49%	50-74%	75-100%
YES	NO		
		X	
			X
			X
		X	
	X		
	X		
			X
X			
X			
X			
	X		

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. All employees are required to follow safety standards and wear all personal protective equipment in designated areas.

Employee must meet the requirements of the full job description as stated throughout the duration of employment with Public Safety Solutions.

This job description indicates the general duties and physical requirements of work performed by employees within this designation. It should not be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and physical requirements required of the employees assigned to this position, as these may vary from one work location to another work location.

Applicants or current employees with a disability as defined by the American with Disabilities Act (ADA) or the American with Disabilities Amendments Act (ADAA), or any state or local law which prohibits them from performing the essential functions of the job may request a reasonable accommodation in writing or by contacting the Company Office or Human Resources department, in accordance with PSS Company policy.

### **Condition of Employment**

All employees will adhere to the company Equal Employment Opportunity policy as set forth within the Employee Manual.

Successful candidate may need to submit to random and/or DOT drug testing throughout employment and successfully pass a background check.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_