

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Administrative Clerk – Police

**DEPARTMENT:** Police Department

**SUPERVISOR:** Deputy Police Chief

**EFFECTIVE DATE:** April 1, 2024

**PAY LEVEL:** 120 (\$32,033.78 - \$59,955.23)

**PAY CLASSIFICATION:** Non-exempt

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**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, airport tenants and contractors in a friendly and courteous manner. Performs related duties as required.

**EXAMPLES OF DUTIES:** Greets visitors at the Public Safety Building for the Police and Fire Departments. Main point of contact in the airport security badge application process. Makes entries related to Security Threat assessments, issues airport security badges and helps maintain records and conducts audits related to the airport badging process to ensure compliance with federal regulations. Compose effective and accurate correspondence for the Police Department to include badging. Receive calls and provide general airport information as needed. Assists with the maintenance of Police Department records and documents. Collects fees related to airport security badging process and takes care of routine matters, to include referring other inquires to the 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.