

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JULY 17, 2018 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION CHANGE/UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

SYNOPSIS

The Police Department has made a request to re-classify one of the Record Clerk positions to an Administrative Assistant I position. The City's Administrative Assistant 1 position has been updated to reflect responsibilities specific to the needs of the Police Department.

FISCAL IMPACT

Funding for this position is authorized in the current police department budget.

RECOMMENDATION

Approval

BACKGROUND

Current practice is to review and evaluate all open positions in order to determine if the position is still warranted or if any updates are necessary. Police Department staff has evaluated a vacant Records Clerk position for the past six months and are recommending that the position be re-classified as an Administrative Assistant 1. The Police Department does not have a dedicated Administrative Assistant. Current approved positions (staffing) in the Records Bureau includes a Records Manager and three Records (data processing) Clerks. The salary range for the proposed Administrative Assistant 1 is the same (range 120) as the Records Clerk position.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Administrative Assistant I

POSITION REPORTS To: Police Captain

POSITION SUPERVISES:

DESCRIPTION:

Under the direction of a Police Captain, serves as an Administrative Assistant in multiple areas of the Police Department to include Administration, Operations, Operations Support, and Special Operations Bureaus. Performs a wide variety of administrative functions.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Answers telephone and directs calls to appropriate parties or takes messages.
2. Greets visitors and determines nature and purpose of visit in order to direct them appropriately.
3. Receives and responds to citizen inquiries via telephone or in person.
4. Provides clerical support for Police Department staff.
5. Prepares various monthly reports including, but not limited to, crime analysis reports and community policing reports.
6. Performs general filing assignments.
7. Interacts and engages with the public while assisting with community events.
8. Serves as primary Records Bureau data entry backup as required.
9. Attends meetings, takes notes and prepares minutes as required.
10. Assists with maintaining department training records.
11. Assists with ordering, issuing and replacement of police uniforms and equipment.
12. Types internal and background investigation reports.
13. Assists with gathering data for administrative reporting and budget preparation.
14. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Hearing abilities correctable to levels adequate to perform the essential functions.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Note: Physical examination and drug screening tests will follow all conditional offers of employment

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist experience.
3. Knowledge of and/or experience with law enforcement operations preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good public relations, customer service skills and telephone etiquette.
4. Basic alphabetization and filing skills.
5. Basic English usage, spelling, grammar and punctuation skills.
6. Basic money changing skills.
7. Ability to type 45 words per minute.
8. Basic mathematical skills.
9. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
10. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
11. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
12. Ability to treat all duties and responsibilities in a confidential manner.
13. Ability to apply common sense understanding in carrying out written and oral instructions.
14. Ability to follow instruction.
15. Ability to read and write proficiently.
16. Ability to work independently without direct supervision.
17. Ability to operate office equipment such as personal computer, postage meter, telephones, photocopier and fax machine.
18. Ability to maintain regular and dependable attendance on the job.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Administrative Assistant I
POSITION REPORTS To: City Clerk Police Captain

POSITION SUPERVISES:

DESCRIPTION:

Under the direction of a Police Captain in the City Clerk, serves as an Administrative Assistant in multiple areas of the Police Department to include Administration, Operations, Operations Support, and Special Operations Bureaus. lead receptionist and performs a wide variety of clerical/administrative functions.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Answers telephone and directs calls to appropriate parties or takes messages.
2. Greets visitors and, determines nature and purpose of visit in order to direct them appropriately.
3. Receives and responds to citizen inquiries via telephone or in person.
- 3.4. Provides clerical support for Police Department staff.
4. Responsible for computerized receipts of all money for permits, parking violations, etc.
5. Opens and processes incoming mail and oversees out-going mail as relates to postage meter operation.
6. Assists with the issuance of various city permits.
7. Performs data entry as assigned. Orders and manages office supplies and makes necessary arrangements for office equipment repair.
8. Provides clerical support for City Administration staff.
9. Receives, processes and reports on handicap parking applications.
- 10.5. Prepares various monthly reports including, but not limited to, crime analysis reports and community : apartment sewer billings, M.U.D. exempt sewer accounts policing reports, yellow tag violation report.
11. In the absence of Permit Technician, performs duties including: issuing permits and licenses, processing billings and general clerical support of Community Development.
- 12.6. Performs general filing assignments, including time cards, pink slips, and accounts payable copies.
- 13.7. Interacts and engages with the public while assisting with community events.
- 14.8. Serves as primary Records Bureau data entry backup as required.
- 15.9. Attends meetings, takes notes and prepares minutes as required.
- 16.10. Assists with maintaining department training records.
- 17.11. Assists with ordering, issuing and replacement of police uniforms and equipment.
- 18.12. Types internal and background investigation reports.
- 19.13. Assists with gathering data for administrative reporting and budget preparation.
- 20.
21. Stuffs payroll checks for distribution and accounts payable checks for mailing.
22. Performs clerical staff backup as required.
23. Conducts or assists with special projects as required.
- 24.14. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

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- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Hearing abilities correctable to levels adequate to perform the essential functions.
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Note: Physical examination and drug screening tests will follow all conditional offers of employment

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist (~~including cash handling~~) experience.
- 2.3. Knowledge of and/or experience with law enforcement operations preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good public relations, customer service skills and telephone etiquette.
4. Basic alphabetization and filing skills.
5. Basic English usage, spelling, grammar and punctuation skills.
6. Basic money changing skills.
7. Ability to type 45 words per minute.
8. Basic mathematical skills.
9. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
10. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
11. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
12. ~~Good telephone and customer service skills.~~
- 13-12. Ability to ~~treat all duties and responsibilities in a confidential manner.~~
- 14-13. Ability to apply common sense understanding in carrying out written and oral instructions.
- 15-14. Ability to follow instruction.
- 16-15. Ability to read and write proficiently.
- 17-16. Ability to work independently without direct supervision.
- 18-17. Ability to operate office equipment such as personal computer, postage meter, telephones, photocopier and fax machine.
19. ~~Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.~~
20. ~~Ability to establish and maintain effective working relations with elected and appointed officials and the public.~~
- 21-18. Ability to maintain regular and dependable attendance on the job.

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This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

(Signature)

(Date)