POLICE OFFICE ASSISTANT

DEFINITION
Under general supervision, provides a variety of routine to complex clerical support services within assigned police areas, including but not limited to: typing, word processing, transcription of detailed and confidential material, record keeping and filing. Performs related work as assigned.

CLASS CHARACTERISTICS
The Police Office Assistant is a journey-level position, fully competent to independently perform a variety of office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing, and use of on-line or personal computers, will vary with the organization unit to which assigned.

EXAMPLES OF DUTIES
- Types correspondence, reports, and specialized documents related to the functions of the police unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor.
- Proofreads and edits as necessary typed and other materials for accuracy, completeness, compliance with departmental policies and correct English usage, including grammar, punctuation, and spelling.
- Enters and retrieves data and prepares reports from an on-line or personal computer system, following established formats.
- Prepares and updates a variety of reports which may require the use of arithmetic calculations.
- Maintains records and processes forms such as payroll records, purchase requisitions and orders, and others specific to the organizational unit.
- Establishes and maintains office files; researches and compiles information from such files.
- Provides factual information regarding City or unit activities and functions.
- Accesses confidential local, state and federal databases
- Views and handles confidential backgrounds and personnel files of prospective and future employees
- Reviews computer produced reports for accuracy and makes corrections as required.
- Operates standard office equipment and performs such office support activities as opening and distributing mail; processing outgoing mail, erasing dictation tapes and
EXAMPLES OF DUTIES (continued)

- ordering supplies.
- Issues and maintains identification files; seals juvenile and adult arrest records.
- Receives subpoenas, notifies appropriate parties and maintains subpoena files.
- Handles confidential information, including case files, criminal information bulletins, fingerprints and other related material.
- Ability to process Department’s payroll and time sheets as a primary or support function.

QUALIFICATIONS

Knowledge Of:
Office practices and procedure, including filing and the operation of standard office equipment; correct English usage, including spelling, grammar and punctuation, business letter writing and the standard format for typed materials; policies and procedures related to the department to which assigned; basic business data processing principles and the use of word processing or personal computing equipment.

Ability To:
Perform detailed clerical work accurately; organize and maintain office files; compose routing correspondence from brief instructions; maintain accurate records and files; make accurate arithmetic calculations; use initiative and sound independent judgement within established guidelines; operate standard office equipment including a word processor and centralized telephone equipment; prioritize work and coordinate several activities and maintain effective working relationships with those written directions; type accurately at the rate of 40 net words per minute from printed copy; successfully complete all phases of the selection process, including background investigation.

OTHER REQUIREMENTS
Specified positions may require the use of a California Driver’s license and a satisfactory driving record.

Any combination of education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and skills outlined above is: equivalent to high school graduation and two years of clerical or office assistant experience.