



POLICE OFFICE ASSISTANT

Bargaining Unit: Union City Police Officers' Association
FLSA Status: Non-Exempt

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, transcribing detailed and confidential material, record keeping and filing, and assisting with the administration of the Police Department's budget. 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 (illustrative only):

- 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.
- Provides clerical support to the department in the implementation of operational business plans.
- Assists in the administration of internal and external contracts for interagency services with other agencies.
- Assists the Police Office Coordinator with the administration of the department budget by monitoring the budget for variances, recommending budget transfers, and balancing the overall budget at year-end.

- 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 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.
- Serves as the Police Department's back-up liaison to the Finance Department on matters concerning the Police Department budget.
- Processes the Department's payroll and time sheets.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience as follows:

High school graduation or an equivalent.

AND

Two (2) years of clerical or office assistant experience.

Experience or education in the business administration, finance, and/or economic sectors is desired.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Office practices and procedures, 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.

- Financial management information systems and spreadsheets.

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.
- Utilize standard word processing, database and spreadsheet programs.
- Prioritize work and coordinate several activities and maintain effective working relationships with those written directions.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.