

PD Office Assistant- Auto Theft Unit

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Company: City of Arlington

Location: United States

Category: other-general

JOB SUMMARY

Under general supervision, performs semi-complex clerical duties for uniformed or investigative operations of the assigned Division requiring a thorough knowledge of organizational and/or departmental policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Ability to perform administrative support functions which may include promptly entering, clearing and updating data; ability to research computerized and manual records for data to assist officers in responding to citizen complaints or to assist supervisors in investigations of complaints of employee misconduct.
2. Ability to compile and maintain statistical data/reports such as number of calls per beat, number and addresses of complaints, frequency of calls, types of calls and number of citations writing in districts, and the numbers and types of criminal offenses and investigations occurring in each beat.
3. Ability to perform secretarial support functions which include composing and typing correspondence, memoranda, schedules and reports; preparing, compiling and distributing written materials; transcribing voice recordings; maintaining bulletin boards, rosters and files; ordering supplies and making equipment and building repair requests.
4. Ability to answer questions and disseminate information requiring a thorough knowledge of departmental and organizational policies and procedures. May direct calls to other persons as appropriate.

5. Ability to perform timekeeping duties such as reviewing and correcting payroll entries and documentation from supervisors, coordinating with Technology Services for resolution of payroll issues and maintaining support documentation.

OTHER JOB FUNCTIONS:

6. Ability to perform clerical support functions which include forwarding arrest warrants to officers for execution, maintaining security of forms for audit purposes and coordinating officer participation in and appearance at special functions such as neighborhood meetings and schools.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

Skill in recording and organizing data.

Skill in making simple arithmetic calculations.

Skill in projecting material and supply needs and applying established ordering procedures to insure maintenance of adequate stock levels at all times.

Skill to follow oral and written instructions.

Skill in applying established procedures for receipt, issuance and record maintenance for audit purposes of numbered forms.

Skill in composing and editing correspondence.

Skill in communicating with other city employees and the public by oral and written means.

Ability to enter information into mainframe and personal computer systems and access and retrieve information.

Ability to exercise discretion and independent judgment.

Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

Ability to perform a variety of physical skills including, but not limited to sorting, filing, typing and sitting.

Ability to operate a variety of office equipment including, but not limited to typewriter, PC, calculator, telephone and copier.

Qualifying Education and Experience:

One year of college. Two years related clerical experience. An offer of employment is contingent upon the successful completion of a criminal background check.

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