



**JOB ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT  
FOR LEON VALLEY POLICE DEPARTMENT**

Under the general supervision of the Assistant Police Chief. This position is responsible front-desk operations, assisting with the clerical and technical functions of the police department, and its Records Division. This position serves as the Administrative Assistant to the Police Chief and the Assistant Police Chief, which requires the individual's work product to be proficient and thorough. Qualified person must demonstrate excellent customer service via telephone, email, and in-person in a fast-paced environment.

**REQUIREMENTS:**

- High School Diploma or GED.
- Valid Texas Driver's License.
- Over one (1) year of administrative related experience involving customer service.
- Over one (1) year of Records Management experience involving local government retention schedules and open record requests.
- Knowledge of Texas Public Information Act Laws and Procedures.
- Knowledge and understanding of basic operational, technical, and office processes, to include Microsoft Word, Excel, and Power Point.
- Strong organizational skills with attention to detail.

**PREFERRED QUALIFICATIONS:**

- Extra consideration will be given to applicants who have:
  - Bilingual (English/Spanish)
  - Attended Texas Public Information Act Training from the Office of the Attorney General.
  - Over two (2) years working knowledge of Texas State Library and Archives Commission Records Management retention schedules for Records of Public Safety Agencies.
  - Over two (2) years administrative experience with a law enforcement agency.
  - Working knowledge of JustFOIA Public Records Management Software.

**SALARY:**

- \$20.00 - \$24.00 per hour, DOE (Non-Exempt Position)
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match
- Accrued Paid Personal Leave
- Accrued Paid Major Medical Leave
- Longevity Pay after one-year
- Voluntary Supplemental Insurances – Accident Plan, Critical Illness, Life Insurance
- Voluntary Participation in Mission Square Section 457 Deferred Compensation Plan

**APPLICATION SUBMISSION:**

Submit completed Employment Applications and Resumes to: Lisa Hernandez, Human Resources Director, by email: [l.hernandez@leonvalleytexas.gov](mailto:l.hernandez@leonvalleytexas.gov), by fax: (210) 684-1515, or in-person at City Hall, 6400 El Verde Road, Leon Valley Texas, 78238. Visit the city's website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This position is open until filled. AA/EOE/ADA