



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Police Department

**FLSA STATUS:** Non Exempt

**EFFECTIVE DATE:** September 9, 2024

**JOB SUMMARY:**

Under direction of the Assistant Police Chief, is responsible for performing all duties necessary for the successful operation of the Records Division, serves as the Administrative Assistant to the Police Chief and the Assistant Police Chief, and performs other clerical duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position; incumbent must be able to perform all essential job functions of this position and of those duties not identified but relatable to this position or its department.*

Is the manager for records retention and request for police reports, incident reports and crash reports;

Must be able to comprehend and apply records management principals, practices and methods in accordance with the applicable laws of the Texas Local Government Code, Texas State Library of Archives Commission, City Charter and Ordinances, and ensure compliance with Department policies and procedures.

Collects, retrieves, and responds to open records requests following the appropriate channels of the city's records management policy and uploading accurate data into JustFOIA system.

Must be able to comprehend the rules and laws of the Texas Public Information Act, including determinations for mandatory and discretionary withholds of confidential information from requested documents, while maintaining compliance with Department policies and procedures.

Must work closely with the City Secretary to ensure that all open information requests are handled appropriately.

Manages the non-emergency police department phone calls, dealing with complaint calls, reports, routine traffic calls by multi-line telephone, and refers the calls to appropriate personnel.

Assists in the preparation and the administration of the L.V.P.D.'s annual budget to include monthly billings preparations, bi-weekly payroll, weekly accounts payable and post budget expenditures.

Performs secretarial functions requiring discretion and specialized knowledge to include maintaining the Police Chief's and Assistant Chief's appointment calendars, preparing reports and maintaining statistical records, filing and sorting department mail, ordering and, maintaining inventory of supplies, and perform various other secretarial duties as required.

Assists with compiling, preparing, and inputting informational data, documents, and presentations into agenda system for city council and other board meetings as requested by the Police Chief.

Conducts computer searches through local, state and national files in order to respond to request.

Maintain and update computer entries of emergency contact data sheets.

Read, code and enter police reports and correspondence into the computer system, sitting for extended periods of time.

Accurately read, type, process, document, file and distribute information from various reports to various locations.

Filing and processing information in a systematical order, alphabetically or numerically; collection of information may include data retrieved via telephone, facsimile, computer terminal, and manual reports for processing.

Prepare monthly Uniform Crime Report and other departmental reports.

Compile statistics and maintain statistical records.

Proficiently operate telephone system, personal computer, postage machine, copier, facsimile, and other similar business equipment on a daily basis.

Accurately and proficiently prepare and file forms, charts, statements, letters, memos, and other departmental reports to meet deadlines.

Process and distribute departmental mail on a daily basis to include certified mailings, time-sensitive mail to receive "date received" stamping, and large volume mailings.

Assist with the administration of the departmental accounts payable accounts.

Prepare and complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.

Demonstrate pleasant, courteous, and efficient interactions with the general public, City employees and Department Staff.

Must be able to read, write, comprehend and interpret City codes, written instructions, reports, documents, plans, procedures, and maps with confidence, and must be able to communicate such interpretation to others.

Use tact, diplomacy and discretion as required.

Read, write, and converse fluently in English.

Work a flexible schedule, to include evenings hours, weekends, and holidays.

Must have the ability to attend work regularly and predictably.

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace.

Follow the departmental operations in concert with all applicable laws, ordinances and policies/procedures from the City Council, City Manager.

Excellent professional customer service skills to include discretion, courtesy, and patience.

Must possess a working knowledge of general office equipment, procedures, and operations.

Must not pose a threat to the health and safety of self or others; and

Must be able to work closely with others as part of a team.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use telephone, copier, computer, scanner, and facsimile in a safe and efficient manner. Proficient with Windows operating systems, including Microsoft Word, Excel, Power Point, and Outlook. Must have a working knowledge of the Police department software used to input data. Must be willing to learn how to operate the City’s Financial software InCode, Records Management software JustFOIA, and Agenda and Meeting Management software MuniCode, and other systems as applicable.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoor. Occasional trips outside to various public facilities. Must not pose a threat to the health and safety of self or others.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			N	
Physical Danger or Abuse			N	
Inclement Weather			R	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

**JOB REQUIRMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	A valid class "C" Texas motor Vehicle

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			