

West Cities Police Communications Center

Office Assistant I/II

Office Assistant I - \$20.22 - \$24.57 per hour

Office Assistant II - \$22.29 - \$27.10 per hour

The West Cities Police Communications is seeking a highly professional Office Assistant I/II to perform a wide variety of general clerical duties in support of the Police Communications Director. Determination as to whether an appointment will be made at the Office Assistant I or Office Assistant II level is dependent on both the candidate's qualifications and the needs of the agency.

Example of duties:

- Assist in the administration of the agency through the preparation, handling, and maintenance of personnel and other confidential files
- Assist with budget preparation, purchasing, accounts receivable and payment requests
- Research and compile available data for special projects, including statistical and/or financial reports
- Recommend organization or procedural changes affecting clerical support activities
- Receive, prepare, stamp, route, distribute and file a wide variety of materials in established program policies and procedures
- Regularly greet the public by telephone and/or in person
- Provide citizens and employees with routine, factual information and direct callers to appropriate offices/people
- Type correspondence, lists, cards, addresses, labels, and forms from written material
- Proofread and/or correct typed material for completeness and/or spelling, grammatical or punctuation accuracy
- Conduct simple and accurate record keeping by transferring data, matching, sorting, tabulating and filing data and records
- Maintain accurate records and a filing system in accordance with policies and procedures which may include reviewing files for accuracy and completeness
- Receive cash payments and maintain petty cash, daily cash and daily revenue records
- Collate/staple materials by hand or machine; fold, insert, and seal materials in envelopes; operate a variety of office equipment, such as photocopiers, facsimiles, typewriters, calculators, and personal computers
- Inventory and maintain office supplies
- Handle confidential information regarding controversial matters or affairs of a sensitive nature with diverse implications
- May assist in the support of a commission including preparation of agendas, assembling background materials
- Performs other related duties as required.

Typical Qualifications

Experience and Education

- Minimum of one year of general office experience, including public contact
- High school diploma or G.E.D.
- Ability to type 45 words per minute
- An Associates degree and experience working in a law enforcement environment are **highly desirable**

Supplemental Information

- A resume is required. Failure to submit a resume will result in disqualification from the process.
- All completed applications received will be reviewed and the most qualified applicants will be invited to participate in the selection process which may consist of, but not limited to: Oral interview (100%)

Employment Disqualification Standards

Criminal

1. Any felony conviction except as provided in Government Code 1029(b)-(e).

Illegal use or possession of drugs

1. Any adult use or possession of a drug classified as an illegal opiate, hallucinogen, stimulant, or depressant in the past 7 years. This includes cocaine, methamphetamine, heroin, GHB, ecstasy, etc.
2. Any illegal use of marijuana within one year of the date of application. Illegal use of marijuana includes, but not limited to the following: use in a public place, driving while using or under the influence, or use under 21 years of age.

Financial

1. A pattern, history, or irresponsibility as evidenced by debt collections, civil judgements, or failure to pay, etc. Exigent circumstances may be evaluated on an individual basis.

Motor Vehicle Operations

1. Any conviction of driving under the influence of alcohol or drugs within the past seven years of the date of application or more than one conviction of driving under the influence at any time.

ALL WEST CITIES POLICE COMMUNICATIONS APPLICANTS WILL UNDERGO A THOROUGH BACKGROUND INVESTIGATION TO ENSURE CANDIDATES ARE OF GOOD MORAL CHARACTER (GOV'T CODE SECTION 1031).

If you have any questions about your situation, please contact the West Cities Police Communications Director at (562) 594-7243.

Benefits

No employee benefits except for those required by State law, including a mandatory retirement program required by Federal law.