

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: EXECUTIVE STAFF ASSISTANT
DEVELOPED: SEPTEMBER 22, 2000
APPROVED: APRIL 10, 2006
DEPARTMENT: POLICE
REPORTING RELATIONSHIP: CHIEF OF POLICE/ADMINISTRATIVE STAFF

POSITION SUMMARY:

Receives and transmits routine and emergency telephone and voice radio messages which may require the dispatching of police, fire and ambulance personnel and equipment; oversees the property and evidence of the Holtville Police Department; serves as supervisor over dispatch and other staff; performs a variety of clerical work as required; manages and controls activities of the records and statistical operations.

EXAMPLES OF RESPONSIBILITIES:

1. Knowledge of operational principles and practices of police emergency communication and dispatch system.
2. Receives routine and emergency calls and dispatch police units; monitors other radio frequencies and alarm systems; operates teletype computer terminals to inquire, enter and check data.
3. Implement operational policies and procedures effectively.
4. Plan and coordinate dispatch activities; assign rotational shift schedules for communications personnel; act as supervisor, evaluating, and monitoring work performance of dispatch and other administrative personnel.
5. Balances cash held in custody in cooperation with City Finance Department; enters into a journal the receipt and release of cash.
6. Receives, stores and maintains custody of evidence and other property; maintains records of and stores evidence and other property in accordance with applicable local, state and federal laws and regulations.
7. Maintains up-to-date teletype, and dispatch training manuals as required.
8. Compile statistics of department activities; complete daily, monthly, quarterly and annual reports, forwarding to appropriate agencies.
9. Maintain monthly arrest and citation registers; control gun permit renewals; process court orders for sealing records; maintain data logs as required; process citations issued, forwarding to appropriate agencies.
10. Control and manage records storage facility; perform general filing, clerical, matron, dispatch and other related duties as required.

The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATION GUIDELINES:

REQUIRED:

Any combination equivalent to graduation from high school or GED equivalent, and at least two (2) years of experience involving accounting and administrative clerical duties.

ABILITY TO:

Ability to learn the rules and regulations of the Federal Communications Commission governing the operation of radio receivers and transmitters; knowledge of basic accounting procedures; knowledge of office practices and procedures; ability to speak clearly and concisely; ability to work under stress and to exercise good judgment in emergency situations; ability to establish and maintain effective relationships with others; knowledge of correct English usage, spelling, grammar and punctuation; ability to work neatly and accurately; ability to deal tactfully and courteously with the public; proficient in Word and word processing software.

DESIRABLE:

Two (2) years post-secondary education at a university, community college, business, or vocational school; ability to read, write and speak Spanish.

Approved:

Chief of Police Date

City Manager Date

Date of Council Approval