

ORDINANCE NO. 02-12 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE FOR THE CITY OF OBERLIN

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the job description for the position of "Administrative Assistant to the Chief of Police" for the City of Oberlin is hereby amended to read as set forth in Exhibit A attached hereto.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - January 22, 2002 (E)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: January 23, 2002

EFFECTIVE DATE: January 23, 2002

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

GENERAL STATEMENT OF DUTIES

Responsible for the secretarial requirements of the Police Chief. Must be able to take dictation, type, maintain records, inventory, files, and prepare reports. Must be knowledgeable in budgeting, planning and programming.

SUPERVISION RECEIVED

Works under the supervision of the Police Chief.

SUPERVISION EXERCISED

None.

JOB DUTIES

- Assist in the preparation of the Departmental budget.
- Interpret labor union contract (dealing with union member's overtime, back pay, rates, etc.).
- Administer Departmental payroll, including preparing time sheets, time cards, calculating hours and overtime.
- Oversee and prepare the Departmental purchase order requests.
- Take dictation and type letters, purchase orders, grant applications, reports and schedule appointments.
- Maintain filing system and Departmental records.
- Responsible for collection and preparation of all criminal information for statistical data purposes.
- Answer telephone, provide information, and provide preliminary contact with people wishing to speak to the Police Chief.
- Prepare various periodical crime reports, i.e., homicide, officers killed/assaulted, persons arrested, arson, domestic violence, etc.
- Prepare annual report for the City Council.

- Order and maintain inventory of office supplies and all forms necessary for police operations, receive invoices and operate associated machines.
- Prepare and maintain all Departmental records. Make periodic reports of same.
- Responsible for bookkeeping and accounting for all cash received within the Department.
- Organize and direct annual police bicycle auction.
- Dispose of excess Department property in accordance with state law.
- Recommend training programs for civilian employees.
- Maintain personnel records; responsible for mail, correspondence.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. A working knowledge of the Ohio Revised Code and municipal law. Proficiency in dispatching. Must be able to type 55 words per minute. Must have an understanding of Access, Word, Excel and other computer programs. Must be able to obtain LEADS certification and qualify as a Deputy Clerk of Court for Oberlin Municipal Court.

LICENSES AND CERTIFICATES REQUIRED

- Operator's License for the State of Ohio.

Paygrade: 9

Classification: N/A

F.L.S.A. Rating:

Civil Service Rating: Unclassified