

## VILLAGE OF HOFFMAN ESTATES POSITION DESCRIPTION

### ADMINISTRATIVE STAFF ASSISTANT/POLICE

<b>CLASS CODE:</b> 2573	<b>RANGE:</b> 10	<b>UNION:</b> N/U
<b>DEPARTMENT:</b> Police	<b>LOCATION:</b> Police Department	<b>DATE:</b> June 14, 2002
<b>SUPERVISION RECEIVED:</b> Works under the direct supervision of the Investigations Section Lieutenant, Sergeant and Juvenile Investigations Sergeant	<b>SUPERVISION EXERCISED:</b> None	<b>LICENSES/CERTIFICATES:</b> None

**GENERAL PURPOSE:**

Performs a variety of clerical and general office work including typing, data entry, filing and record keeping for the Police Department.

JOB NO.	ESSENTIAL JOB FUNCTIONS	FRE- QUENCY
1.	Performs P.I.M.S. entries.	Daily 50%
2.	Transcribes dictation and types from handwritten drafts into a personal computer.	Daily 15%
3.	Performs general office duties.	Daily 30%
4.	Tracks case assignments.	Daily 20%
5.	Answers telephones, provides information and routes messages.	Daily 10%

6.	Performs daycare backgrounds checks of applicants.	Daily 10%
7.	Processes court-ordered expungements of criminal records.	Weekly 5%

<b>JOB NO.</b>	<b>OTHER JOB FUNCTIONS</b>	<b>FRE-QUENCY</b>
1.	Filing.	Daily 10%
2.	Prepares juvenile/adult incarceration reports.	Monthly 10%
3.	Prepares transmittals for court.	Weekly 15%
4.	Processes liquor licenses.	Weekly 5%
5.	Prepares and types monthly report.	Monthly 10%
6.	Performs other duties as assigned.	Daily 10%

**EDUCATION AND EXPERIENCE:**

High school graduate or equivalent.

One year of previous secretarial/clerical experience, or

Any equivalent level of knowledge or skill.

**PROFICIENCY IN:**

Operating a personal computer in a network environment.

Operating the listed tools and equipment.

**WORKING KNOWLEDGE OF:**

Office and secretarial practices and procedures.

Business English.

Computer word processing equipment and software package Windows 98 and Microsoft Word.

Spelling, grammar and arithmetic.

**ABILITY TO:**

Type 50 words per minute (corrected).

Communicate effectively, verbally and in writing, with employees and to the public.

Work independently.

Read, write, speak and comprehend the English language.

Maintain filing system.

Understand and follow oral and written instructions.

Learn repetitive tasks in a reasonable length of time.

Establish successful working relationships with employees, subordinates, supervisors and other departments.

Serving internal and external customers in a competent and professional manner.

Prepare and record data.

Accurately proofread correspondence; correctly use grammar, punctuation and spelling.

Telephone and accurate message writing.

Be detail-oriented.

**TOOLS AND EQUIPMENT USED:**

Personal computer, software packages, printer, copy machine, typewriter, calculator, fax machine, writing utensils, and phone.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.

**While performing the duties of this job, the employee:**

- Regularly (51-80%) – uses fingers to depress keys on keyboard to enter text and numbers. Uses hands to finger, grasp, handle, or feel objects, tools, or controls; walks, reads, writes, talks and hears.
- Frequently (21-50%) – lifts or moves up to 10 pounds, stands, stoops, kneels, crouches and reaches with hands or arms to file or moves boxes.

**Specific vision abilities include:**

- Close vision and the ability to adjust focus in order to use the listed tools and equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.


The duties are performed in an office setting where employee is subjected to the customary indoor environment. No unusual chemical, noise or fluctuating temperature levels are expected.

**SIMILAR DUTIES:**

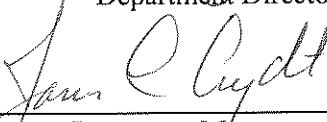
The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee.

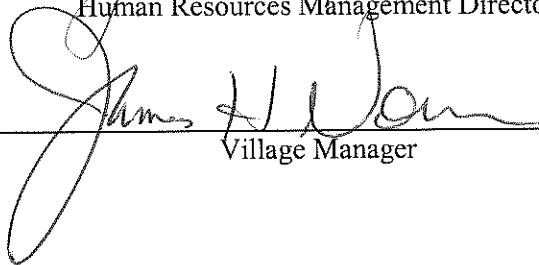
Approval:

  
\_\_\_\_\_  
Department Director

Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approval:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: 6/14/02