



## City of Loveland Position Description

### OPERATIONS ASSISTANT

<b>Pay Range:</b>	3	<b>Department:</b>	Police
<b>Daily Reports To:</b>	Systems Manager	<b>Employment Status:</b>	Part-time
<b>FLSA Status:</b>	Non-Exempt	<b>Civil Service Status:</b>	Classified

#### GENERAL PURPOSE

Assists the general public with requests received by phone, mail, or in person. Additional duties include entering data in various databases as well as processing training and purchasing paperwork.

#### MINIMUM QUALIFICATIONS

##### Job Specific Qualifications

- Must receive acceptable criminal background check allowing for clearance for restricted databases
- Must be able to read and write the English language
- Must be of good moral character, temperate, and have industrious habits

##### Education and Experience

- High school diploma or GED
- 3 years of experience in an administrative role
- Experienced user of Microsoft Office applications (Word, Excel, PowerPoint)
- Experience with data entry

##### Necessary Knowledge, Skills Abilities

- Ability to learn the applicable laws, ordinances and department rules and regulation
- Ability to deal courteously and diplomatically with the general public as well as City of Loveland staff, vendors, and contractors
- Ability to maintain confidentiality while handling sensitive / restricted information
- Ability to speak effectively one-to-one

##### Licensure or Certification Requirements

- Ohio Driver's License
- RCIC/LEADS & BCI/III Certification Training must be completed upon hire\*

##### Minimum acceptable characteristics (\*indicates developed after employment)

- Knowledge of city, state, and federal laws / ordinances
- Work with the public in a courteous respectful manner
- Department regulations and policies and procedures\*
- Criminal case preparation
- Ability to adapt and change to handle dynamic and sometimes stressful situations
- Ability to prioritize and complete tasks with minimal oversight
- Ability to work with frequent interruptions

#### SELECTION GUIDELINES

Applicant/Interview/Abilities Assessment Process

#### ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- Provide administrative support for the chief of police, assistant chief of police, systems administrator, and staff
- Answer telephone calls and provide customer assistance to walk up customers
- Data entry of arrest, citation, and other reports into multiple computer systems
- Audit records to assure data meets state recordkeeping requirements

- Enter purchase requisitions in a financial database
- Enter court dispositions during Mayor’s Court
- Process, track, and coordinate training records
- Processing and filling requests for records
- Gather and compare statistics and develop statistical reports
- Assist with vendor selection and management for small departmental expenses
- Organize and coordinate the ordering of office supplies, equipment, furniture and other items
- Respond to background check and other record requests by external parties (companies and individuals)
- Manage salvage titles including interaction with BMV, vendors, and the public
- Gather performance measurements for officers and provide for evaluations and reporting
- Assist with the with the entry, confirmation, and validations of warrants
- Communicate with Prosecutors’ Office, assisting officers with case preparation
- Assist in the administration of solicitor / peddler permits for the city working with applicants and residents
- Demonstrate leadership and commitment to the Department Code of Ethics and the highest ethical values in the delivery of public service
- Other responsibilities as assigned by the Chief of Police

#### **PERIPHERAL DUTIES**

- Performs other duties as required

#### **EQUIPMENT OPERATED**

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Computer desktop, laptop, tablet, smartphone, and vehicle. Software programs including word processing. Copier, fax machine, calculator, and telephone console.

#### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS** (For purposes of O.R.C. 4167)

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, manipulate objects; reach with hands and arms; stoop, kneel, talk and hear.

The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

#### **Physical Requirements Not Obvious from Essential Functions:**

May be exposed to situations that present high stress.

#### **SIGNATURE**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)