

ORDINANCE 10-22

By Monique Lampke:

An Ordinance to establish the rate for the Police Administrative assistant at \$32.72 per Hour effective March 21, 2022

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO

Section 1. That the rate for the Police Administrative Assistant is hereby established at \$32.72 per hour effective March 21, 2022.

Section 2.

That this ordinance shall go into effect and be in force from and after the earliest period allowed by law.

Passed: May 10, 2022

Attest Matt
Matt McPeek, Clerk of Council

Troy Markham
Troy Markham, President of Council

Ben Kessler
Mayor Ben Kessler

First Reading: April 12, 2022
Second Reading: April 26, 2022
Third Reading: May 10, 2022



Bexley Police Department
559 N. Cassingham Road
Bexley, Ohio 43209
P: 614.559.4444
F: 614.559.4439

February 8, 2022

JOB ANNOUNCEMENT

The Bexley Police Department is currently accepting applications for a part-time Administrative Assistant. Selected applicant must pass a background check, including a polygraph test. All applications must be received by March 1, 2022.

Please send your application to Yvette Nguyen, Executive Assistant:

ynguyen@bexley.org

or

Bexley Police Department
Attention: Yvette Nguyen
559 N. Cassingham Road
Bexley, Ohio 43209



Administrative Assistant

Position Title:	Police Administrative Assistant
Position Type:	Part-Time (20-25 hours per week)
FLSA Status:	Eligible
Reports to:	Executive Assistant
Pay	\$30.60/hour
Department:	Police Department

Position Summary

Under direction of the Executive Assistant, assists with a variety of departmental functions for the Police Department; such as records management, maintaining police department files and reports; performing data entry, computer queries, answering the telephone and receiving the general public.

Essential Duties and Responsibilities

1. Process statistical and crime status reports.
2. Maintain police department webpage.
3. Process local background checks and public record requests.
4. Records Management duties: maintain digital records (CAD/RMS systems) and physical case packets (retention and destruction).
5. Processes expungement of records as directed by the court(s).
6. Acts as back-up to Executive Assistant:
 - Process payroll
 - Accounts Payable
 - Process leave and overtime requests
7. Other administrative duties as necessary.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Minimum requirement of a High school diploma or General Education Degree (GED), strong knowledge or experience in accounting preferred.

Qualifications

Individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to effectively present information in one-on-one and small group situations to citizens, clients, and other employees of the City.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of spreadsheet software and word processing software and be familiar with records management software that may be utilized.

Certificates, Licenses, Registrations

1. Successful completion of Public Records Law and Sunshine Laws Training within 6 months of hire.
2. LEADS certified within 6 months of hire.
3. Notary Public within 6 months of hire.

Other Skills and Abilities

1. Must have excellent written and verbal language skills.
2. Must be able to prepare and maintain accurate documentation.
3. Must be able to develop working relationships with co-workers, members of other city departments and the general public.

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. 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 regularly required to sit, use hands to finger, handle or feel, and talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.