City of Port Arthur
POLICE AIDE

The City of Port Arthur seeks applicants for the position of police Aide. The individual selected for this position performs general clerical, and office administration duties as assigned. Key job duties include, but are not limited to, skilled and accurate transcription/preparation of police officer arrest/incident reports; ability to work a graveyard shift and test at a minimum keyboarding speed of 45 wpm.

Experience must include one (1) year of clerical/office experience and education equivalent to the completion of the twelfth grade including, or supplemented by, clerical courses. Must be able to pass appropriate background and polygraph tests.

Salary range is $32,387—$40,277 (DOE&Q) with excellent fringe benefits. Applications may be submitted using the website below, or individuals may also submit a letter of interest, a résumé, and a Disclosure and Release (D & R) form which may be printed from the City’s website- www.portarthur.net -under “Employment”. First review of applicants will begin on April 13, 2015; applications will remain on file until position is filled.

City Hall, Suite 103
ATTN: Human Resources
444 4th Street
Port Arthur, TX 77640
Fax: 409-983-8282
Email: cheryl.gibbs@portarthurtx.gov

Online application: https://cityhall.portarthur.net:444/Forms/HREmploymentApplication

(EEO/AA/V/F/RC/H) The City of Port Arthur is an Equal Opportunity Employer.
JOB TITLE: POLICE AIDE
REPORTS TO: RECORDS SUPV.
DEPARTMENT: POLICE
SALARY RANGE: 20

DEFINITION

To process information both manually and automated Prepare offense reports for investigation and prepare crime statistics from those reports to be forwarded to the State of Texas and FBI. Perform all jobs duties in the Record section of the Support Division which includes but is not limited to computer files, manual files and causing the upkeep of both. To perform a wide variety of general clerical work in support of an assigned specialized function; and to provide information and assistance to the public regarding departmental policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the clerical series and is distinguished from the lower level class by the performance of the full range of duties as assigned, with only occasional instruction or assistance when unique or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, require directly related work experience. This class can be further distinguished from the secretarial classes by performance of process oriented clerical duties related to a narrower, specialized function.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level professional, technical and clerical staff.

May exercise functional and technical supervision over less experienced clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential Duties and Responsibilities:

Preparation of investigation reports, crime statistics reports for the State of Texas and the Federal Bureau of Investigation (FBI) and the preparation of "in-house" reports via the implementation of various computerized programs/formats.

Performs duties relative to records maintenance which includes maintaining/updating computer files, manual files and other support division records.

Performs information verification duties and file discrepancy research.

Transcription/preparation of police officer arrest/incident reports.

Prepare and review a variety of memorandums, correspondence, reports and documents as assigned; complete various forms.
CITY OF PORT ARTHUR
Police Aide (Continued)

Perform a wide variety of general clerical work including the maintenance of accurate, detailed records and files, verifying accuracy of information, researching discrepancies.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Research and compile easily accessible information and data for use in statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.

Maintain mental capacity which allows the capability of:
- making sound decisions
- demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- standing or sitting for extended periods of time
- operating assigned equipment

Maintain effective audio-visual discrimination and perception needed for:
- making observations
- reading and writing
- communicating with others

Contact the public and outside agencies in acquiring and providing information and making referrals.

Other Important Responsibilities and Duties:

Schedule appointments and meetings for assigned division.

Receive, sort and distribute incoming and outgoing correspondence; maintain accurate records pertaining to outgoing mail, including postage and pieces of mail distributed.

May maintain and review work and leave time records for various personnel; assist in processing personnel forms.

Order and maintain office supplies.

Perform related duties as assigned.
QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.
Modern office practices, procedures, methods and equipment.
Organization, procedures and operating details of function to which assigned.
Policies, procedures and techniques regarding records maintenance.

Ability to:

Work independently in the absence of supervision.
Learn and correctly interpret and apply the policies and procedures of the function to which assigned.
Perform general clerical work including maintenance of appropriate records and compiling information for reports.
Communicate effectively, both orally and in writing.
Type and transcribe at a speed necessary for successful job performance.

Maintain effective audio-visual discrimination and perception needed for:
- making observations
- reading and writing
- operating assigned equipment
- communicating with others.

Maintain mental capacity which allows the capability of:
- making sound decisions
- demonstrating intellectual capabilities.

Operate office machines and word processing equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- standing or sitting for extended periods of time
- operating assigned equipment.
Understand and carry out oral and written directions.

Perform simple mathematical calculations.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of experience comparable to that of an Administrative Clerk I in the City of Port Arthur.

**Training:**

Equivalent to the completion of the twelfth grade including or supplemented by clerical courses.