



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Office Services Assistant – Vehicle Maintenance	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Support Operations Lieutenant	GRADE/RANK: 6
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible skilled clerical work; does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates vehicle maintenance and upkeep of automotive fleet;
- Coordinates calibration/maintenance of radios, radar and emergency equipment;
- Assists with transporting and posting of traffic and parking signs and barricades;
- Provides experienced level preparation of reports, records, requisitions and forms;
- Reviews equipment cards on a daily basis;
- Answers telephone, operates radio, receives and processes assignments;
- Orders materials for use in daily operations and projects;
- Inventories on a scheduled basis;
- Performs cost estimates and analysis for projects and equipment, facilities and budget;
- Audits invoices for accuracy; checks price and quantity and assigns proper codes;
- Works involves one or more of the following: data entry, typing, collection of fees and writing receipts, word processing, proofreading, records retention and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess thorough knowledge of standard office practices, procedures, equipment, business English, spelling and arithmetic. Must be able to maintain accurate records of inventory purchases and withdrawals, establish and maintain effective working relationships with others, follow oral and written instructions, perform a considerable volume of detailed record work in an accurate manner and maintain files.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical and data entry work.

SPECIAL REQUIREMENTS:

Position serves as primary point of contact regarding vehicle maintenance efforts of all department owned motor vehicles and bicycles.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise other staff members. Work is performed under regular supervision of a Police Department supervisor.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable for this position.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Office Services Assistant – Vehicle Maintenance will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019