

ORDINANCE NUMBER: 2015-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, CHAPTER 2, DIVISION 3. POLICE DEPARTMENT. SECTION 2-500 ADMINISTRATIVE ASSISTANT/ POLICE DEPARTMENT/FULL AND/OR PART TIME

WHEREAS, the President and Board of Trustees for the Village of Cherry Valley, Illinois, have been reviewing the organizational structure of the Police Department for the Village of Cherry Valley, Illinois; and,

WHEREAS, during the review of the office structure of the Police Department it has been determined that a Full Time Administrative Assistant position should be created; and,

WHEREAS, in creating a position of a Full Time Administrative Assistant position, the Board of Trustees believes it's important to not only create the position but set forth the hours of employment, eligibility and state a job description with specific responsibilities; and,

WHEREAS, in order to create this position and set forth the job description and specific responsibilities, it is necessary in the opinion of the Board of Trustees for the Village of Cherry Valley, Illinois, that an Ordinance should be created reflecting the same.

NOW, WHEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, AS FOLLOWS:

SECTION 1: Section 2-500. Administrative Assistant/Police Department/Full and/or Part Time. This Section as it currently reads shall and hereby is deleted in its entirety.

SECTION 2: Section 2-500 of the Code of Ordinances for the Village of Cherry Valley, Illinois, shall and hereby is amended to read as follows:

Section 2-500 - Administrative Assistant/Police Department/Full and/or Part Time.

1. *Creation.* The position of Full Time Administrative Assistant is hereby created under the direct supervision of the Chief of Police.
2. *Normal hours of employment.* The Administrative Assistant shall be a full time hourly position. The Administrative Assistant's wages and benefits shall be established from time to time by the Village Board and shall be set prior to the beginning of each fiscal year.

3. Eligibility. The Administrative Assistant position requires a general knowledge of bookkeeping, recordkeeping and office management, as well as working knowledge of computer software such as Microsoft Office and QuickBooks which are used in day to day administrative duties.

4. Stated job description.

(A) Position description. The Administrative Assistant assists the Chief of Police in his administrative duties. The nature of the work entails ensuring the flow of correspondence and related activity within the administration. Assists supervisors and patrol staff with daily performance of administrative duties and correspondence.

(B) Supervision received and exercised. Receives direct supervision from Chief of Police. The Administrative Assistant has no supervisory authority.

(C) Essential and marginal function statement. Essential and other responsibilities and duties may include, but are not limited to the following:

- (1) Duties and tasks.
- (2) Provide assistance to the general public; provide information and direction.
- (3) Participate in providing assistance in greeting the public and processing inquiries and complaints; answer phones and direct calls as appropriate.
- (4) Assist in recording, filing, retrieving and data input of various police personnel related records information.
- (5) Abide by and be responsible for all department general orders, regulations, policies and procedures related to the performance of the duties of a telecommunicator and member of the department.
- (6) Coordinates office operations; maintains administrative schedules; appointments, due dates.
- (7) Furnishes files, facts and supportive information as needed.
- (8) Prepares departmental payroll on a bi-weekly basis.
- (9) Prepares and maintains personnel, patrol and overtime records.
- (10) Maintains official correspondence and related documents.

- (11) Prepares and maintains confidential correspondence for the Chief of Police.
- (12) Drafts correspondence independently and at the direction of the Chief of Police.
- (13) Acts as secretary for the Chief of Police.
- (14) Routes U.S. and interoffice mail.
- (15) Controls, disburses and maintains records of the petty cash account.
- (16) Documents and records filing.
- (17) Prepares and maintains records of departmental purchase orders and payroll.
- (18) Maintains departmental records on disbursements of budgeted funds.
- (19) Performs any other duties so assigned which may include assisting with:
 - National Night Out
 - Valley Days
 - Fourth of July
 - Police Memorial Week
- (20) Safety - responsible for his/her safety and safety of other employees through compliance with established guidelines; reports circumstances and situations that are deemed hazardous or otherwise detrimental to the public or Village employees in a timely manner.

(D) Job requirements.

- (1) An Administrative Assistant must have:
 - a. Knowledge of:
 - The geography of the Village of Cherry Valley.
 - Police Department rules, regulations, policies and procedures.
 - Illinois Freedom of Information Act. FOIA Officer.
 - Safe work practices.
 - Pertinent federal, state and local laws, codes and regulations.
 - Modern office procedures, methods and computer equipment/programs to include:

- i. Word
 - ii. Microsoft Office and Outlook
 - iii. Excel
 - iv. QuickBooks
- English usage, spelling, grammar and punctuation.
 - Business letter writing and basic report preparation.
 - Principles and procedures of record keeping and math skills.
 - Public relations techniques.
- b. Ability to:
- Maintain physical conditioning appropriate to the performance of assigned duties and responsibilities which may include:
 - i. Transporting records, equipment and property to various locations.
 - ii. Walking, standing or sitting for extended periods of time.
 - iii. Operating assigned equipment.
 - Maintaining strict confidentiality in the performance of duties.
 - Maintain effective audio-visual discrimination and perception needed for:
 - i. Making observations.
 - ii. Reading and writing.
 - iii. Communicating with others.
 - iv. Operating assigned equipment.
 - Work under stress and use good judgment.
 - Respond to requests and inquiries from general public.
 - Plan, organize and manage time effectively.
 - Establish and maintain cooperative-working relationships with those contacted in the course of work to include the community, law enforcement executives and all personnel assigned to the agency.
 - Use a variety of specialized equipment including communications and computer related equipment.
 - Work independently in the absence of supervision.

- Communicate clearly and concisely, both orally and in writing.
- c. Special personal security requirements.
- Must be of good moral character and have not been convicted of any felony or crime involving moral turpitude under the laws of this or any jurisdiction.
 - Must successfully complete an in depth background investigation.
 - State and national criminal history records checks by fingerprint identification must be conducted LEADS limited access.
 - Good management practices dictate records checks will be completed prior to employment.
- d. Experience and training guidelines. Any combination of experience and training that would likely provide the required knowledge and abilities of a community service employee is qualifying. A typical way to obtain the knowledge and abilities would be:
- Experience:* Experience in working with the public is preferred. Applicants must hold a high school diploma or equivalent. Some experience in public information work is preferred.
- Training:* Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- e. License or certificates or other qualification. An Administrative Assistant must:
- Successfully complete a physical examination to ensure sufficient fitness to perform required duties.
 - Be a United States citizen or authorized to be in the United States.
 - Be at least 18 years of age.
 - Have never been convicted of a felony or criminal misdemeanor.
 - Posses good moral character.
 - Possession of, or ability to obtain, an appropriate, valid driver's license.

(E). Working conditions.

- (1) *Environmental conditions.* Work in an office environment; ability to gain verbal control of persons in stressful situations; may be exposed to

emergency and disaster situations; may occasionally work in stressful situations.

- (2) *Physical conditions.* Essential and marginal functions require maintaining physical condition necessary for sitting, standing, stooping and moderate lifting.

Secs. 2-501-2-510. - Reserved.

SECTION 3: This Ordinance shall become in full force and effect from and after its approval, passage and publication in pamphlet form.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: STEPHEN APPELL
BY ROLL CALL VOTE THIS 19TH DAY OF MAY, 2015

AS FOLLOWS:

VOTING "AYE": STEPHEN APPELL, NANCY BELT, JEFF FUSTIN,
SALLY HOLLEMBEAK, GARY MAITLAND AND DAVID SCHROEDER

VOTING "NAY": NONE

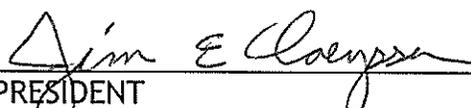
ABSENT, ABSTAIN, OTHER: NONE

APPROVED MAY 19, 2015

ATTEST:



CLERK



PRESIDENT

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