



CITY OF UVALDE

Uvalde, Texas

P.O. Box 799, 78802-0799
(830) 278-3315
FAX: (830) 278-2234

Job Notices:

The City of Uvalde is currently accepting Internal Applications for the following positions:

Position:	Administrative Assistant
Department:	Police
Job Type:	Full time
Salary:	\$32,531.20
Closing Date:	Friday, March 16, 2018
Hours:	8:00 a.m. - 5:00 p.m., Monday - Friday (Subject to Dept. Head's discretion - hours may vary)

Main Areas of Responsibility:

Under the general direction of a Command Staff member provides clerical and administrative support to the department, a division, or a combination of divisions, by answering incoming calls, faxing documents, maintaining personnel files, issuing equipment, preparing reports of departmental activities, schedules and facilitates meetings, copying video and audio recordings, and other related duties as required.

Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES: *pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.*

- Receives incoming telephone calls and faxes; takes messages and refers to appropriate personnel;
- Serves as custodian for office files and maintains filing system for correspondence, personnel, and project files, and provides that information upon request;
- Maintains change of status forms for personnel including new employees, promotions, demotions, cost of living increases, end of probation, resignations or terminations;
- Maintains supply inventory, and designs, makes, revises, and/or orders forms used by the department;
- Prepares outgoing mail to be sent; receives incoming mail and distributes it to the appropriate personnel;
- Makes travel arrangements and requests and prepares forms for reimbursements, registration, lodging and per diem for departmental personnel;
- Ensures the working condition and arranges for repair and service of office machines;
- Composes and prints letters and other correspondence;
- Receives fees from Animal Control and for other services, ensures that the money is deposited and receipts are sent to the Finance Department;
- Monitors petty cash expenses and files for reimbursement;
- Assists with preparation of the budget for the upcoming fiscal year;
- Maintains budget log of expenses for the department;
- Reviews and ensures that all timesheets are filled out correctly and forwards them to Finance;
- Assists personnel with questions in regards to their insurance, vacation time, sick time, and payroll deductions;



- Requests purchase orders and fills out check request forms for reimbursements;
 - Receives invoices and forwards them to Finance;
 - Bills outside users for departmental services;
 - Processes work orders, requisitions, and purchase orders;
 - Serves as a Notary Public;
 - Prepares various internal reports;
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Position: **Records Clerk**
Department: Police
Job Type: Full time
Salary: \$28,724.80
Closing Date: Friday, March 16, 2018
Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday
(Subject to Dept. Head's discretion - hours may vary)

Main Areas of Responsibility:

Under the general direction of the Lieutenant of the Criminal Investigations Division, maintains the of the police department, insuring that they are kept safely and in accordance with policies and laws. This person performs clerical and administrative support, while interacting frequently with the public. This position carries out other related duties as required.

Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES: *pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.*

- Receives incoming telephone calls and faxes; takes messages and refers to appropriate personnel;
- Greets customers and provides information and assistance;
- Serves as custodian of records for the department and maintains filing system for incident reports, crash reports, statements, forms, and other paperwork, and provides that information upon request;
- Receives monies obtained by providing copies of reports.
- Forwards copies of reports and forms to the Texas Department of Public Safety, Texas Department of Transportation, and other local, state, and federal entities;
- Makes copies of daily telecommunications log book; maintains book for use in research and provides Administrative Assistant with copies of log book;
- Maintains a tally of reports for use in UCR reporting and prepares the monthly Uniform Crime Report from daily entries in the log book;
- Establishes and maintains criminal history files; assigns new arrest numbers for first time offenders; updates files for prior offenders;
- Maintains TRN log book; issues TRN numbers; provides numbers to Probation Department upon request;
- Files criminal history returns with the pertaining arrest; provides juvenile criminal history returns to Juvenile investigator;



- For arrest reports, enters dispositions into computer, maintains arrest log book, sends original fingerprint cards to Department of Public Safety, and proper paperwork to the District Attorney and County Attorney's Office.
- Provides clearance letters upon request from the U. S. Department of Immigration, Armed Forces, Private Investigators, School District and business permitting offices;
- Prepares outgoing mail to be sent; receives incoming mail and distributes it to the appropriate personnel;
- Composes and prints letters and other correspondence;
- Processes work orders, requisitions, and purchase orders;
- Serves as a Notary Public;
- Proofreads reports and other paperwork for spelling, grammar, and content errors;
- With permission of supervisor provides information to other agencies and departments both in and outside of the City hierarchy;
- At the direction of Command Staff, provides information to the news media;
- Provides assistance to other division civilian personnel;
- Schedules and sets up facilities for department functions, such as Christmas, Thanksgiving, and departmental meetings;
- Assist with the tracking of grant data and information;
- Performs such other related duties as may be assigned.

Internal and External Applications may be requested from and sent to:

Larissa Rodriguez, Dir. of Human Resources | P.O. Box 799 Uvalde, Texas 78802-0799
(830) 278-3315 ext. 122 | lrodriguez@uvaldetx.com

The City of Uvalde is an Equal Opportunity Employer.