

CITY OF GIG HARBOR
RESOLUTION NO. 309

A RESOLUTION RELATING TO THE CITY'S PERSONNEL REGULATIONS:
ADOPTING NEW JOB DESCRIPTIONS TO THE CITY'S PERSONNEL
POLICIES

WHEREAS, the Gig Harbor City Council has approved the creation of two new positions in 1990 and 1991; and,

WHEREAS, the existing personnel policies for the City of Gig Harbor do not currently have job descriptions for the "Accounting Clerk" and "Police/Municipal Court Assistant Clerk" positions, and there is a need to update the "Office Clerk" job description;

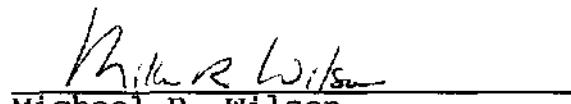
NOW, THEREFORE, the City Council of the City of Gig Harbor, Washington, hereby resolves that Exhibit "A", Personnel Regulations is hereby adopted as city policy.

PASSED, this 11th day of March, 1991



Gretchen S. Wilbert, Mayor

ATTEST:



Michael R. Wilson
City Administrator/Clerk

Filed with City Clerk: 3/8/91
Passed by City Council: 3/8/91

EXHIBIT 'A'

PERSONNEL REGULATIONS

POLICE/MUNICIPAL COURT ASSISTANT CLERK

Nature of Work

This is clerical, records, and office work performed in public safety and the Municipal Court operations for the City of Gig Harbor.

The person occupying this position is responsible for several clerical functions. Work may be varied in nature, but it follows prescribed procedures.

The employee develops effective working relationships with the public, supervisors, other criminal justice agencies, and city employees.

Control Over Work

The employee is under the direct supervision of the police clerk and the court clerk and the indirect supervision of the Police Chief and City Administrator.

Representative Examples of Duties and Responsibilities

Records and files crime, traffic, and incident reports. Daily maintenance includes review of all criminal, traffic and incident reports turned in by officers for determination of follow-up.

Processes traffic citations, constructs files, etc. Preparation of information for files, computerized records for Police and Court, media information, various prosecutors, attorneys, police departments, and general public.

Maintains communications with the on-duty Officers for the police department via radio and assist with any follow-up information they may request, whether it be from internal records, county, state or national record systems.

Assists public in checking records, answering questions, records messages, crime prevention, court fines, setting court dates, and responds to citizen complaints.

Types letters, memorandums, administrative reports, and the Incident Base Reports. Maintains Uniform Crimes reports which forwards monthly and annual statistics to state and national levels.

Receipts citation payments and develops accurate accounting records. Prepares court deposits and reconciles this with the Cash Summary Report in the absence of the court clerk.

Develops court dockets. Assists the court clerk in setting up files and all necessary paperwork for prosecutors, attorneys, and assigned counsel. Maintains court records, assists Municipal Court judge, performs tasks expected of the Court Bailiff, Jury Manager and any other duties required.

Knowledge, Abilities and Skills

Thorough knowledge of office skills: Typing, filing, records management, business English and mathematics.

Considerable knowledge of office equipment: answering telephones, radio dispatching, basic computer operation, typewriters, FAX, and copy machines with speed and accuracy.

Ability to learn assigned tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to relate to the public, supervisors, related agencies, and city employees.

Good knowledge of policy and procedure, laws pertaining to storage and release of criminal records, and human relations techniques.

Ability to understand and carry out oral and written instructions.

Physical Demands

The employee works in an office setting. Since the employee files data and reports, there is some standing, bending, climbing stairs, and walking. Exposure to adverse weather is minimal.

Qualifications required

Minimum three years Police and/or Court related office experience and a high school diploma or GED equivalent; type minimum 40 words per minute.

OFFICE CLERK

Nature of Work

This is clerical and office work performed with the Administration, Public Works and Planning departments.

The employee is responsible for several clerical and record-keeping functions within the departments. Work may be varied in nature, but it follows prescribed procedures. The employee develops effective working relationships with the public, supervisors, and city employees.

Controls Over Work

The employee is under the direct supervision of the Administrative Assistant and indirect supervision of the City Administrator.

Representative Examples of Duties and Responsibilities

Assists in maintenance of records and files.

Types form letters, memoranda, reports and other materials from clear copy or rough draft.

Sorts and files correspondence, index cards, and other materials, numerically and alphabetically.

Provides back-up support for the Administrative Assistant and Administrative Receptionist when needed.

Assists the Administrative Assistant and City Administrator in other assigned projects.

Assists the public by checking routine records and files for requested information.

Assists in the microfilming of records, reports and documents.

Greets the public by telephone and personal inquiries; makes referrals and obtains routine information.

Knowledge, Abilities and Skills

Thorough knowledge of office skills: typing, filing, record-keeping and answering telephones.

Ability to type at a net rate of 55 words per minute.

Ability to make computations and tabulations quickly and accurately.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and carry out written and oral instructions.

Knowledge of bookkeeping principles and practices.

Knowledge of computer/word processor data input procedures.

Ability to learn assigned administrative tasks readily within a reasonable training period, and to adhere to prescribed routines.

Physical Demand

The employee works in an office setting. Since the employee files data and reports, there is some standing, bending, climbing stairs, and walking. Exposure to adverse weather is minimal.

Qualifications Required.

Minimum high school diploma or GED equivalent; minimum two years of responsible secretarial, bookkeeping, billing or related official/clerical experience; type minimum 55 words per minute.

ACCOUNTING CLERK

Nature of Work

This is clerical and office work performed with the Finance department.

The employee is responsible for several clerical, accounting-support and recordkeeping functions within the finance department under the immediate direction of the Finance Officer and the general direction of the City Administrator.

Control Over Work

The employee is under the direct supervision of the Finance Officer and indirect supervision of the City Administrator.

Representative Example of Duties and Responsibilities

Maintains the record of the checkbook for the city. Records all deposits and all checks issued, creates supporting documentation for computer entries and balances cash each day.

Performs data entry within the finance departments, such as claims voucher processing and entry of treasurer's receipts.

Manages all claims processing records; enters and maintains all vendor information and storage of all back-up documentation for all processed claims.

Provides back-up to finance officer on the day-to-day operation of cash and investment management.

Assists with claims processing and coding of expenditures for all departments.

Assists with fixed asset inventories, adjustments and record keeping.

Assists in maintenance of records and files.

Performs data entry for payroll processing, including addition of new employees and changes to employees masterfiles. Processes and maintains the benefit payments and files created by the payroll system.

Assists the Finance Officer and City Administrator in other assigned projects.

Knowledge, Abilities and Skills

Thorough knowledge of office skills: typing, filing, record-keeping and answering telephone.

Ability to type at a net rate of 55 words per minute.

Ability to make computations and tabulations quickly and accurately.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and carry out written and oral instructions.

Knowledge of bookkeeping principles and practices.

Knowledge of computer/word processor data input procedures.

Ability to learn assigned administrative tasks readily within a reasonable training period, and to adhere to prescribed routines.

Physical Demands

The employee works in an office setting. Since the employee files data and reports, there is some standing, bending, climbing stairs, and walking. Exposure to adverse weather is minimal.

Qualifications Required

Minimum: High School/GED equivalent; minimum two years of responsible secretarial, bookkeeping, billing or related official/clerical experience; type minimum 55 words per minute.