



## **CITY OF GUADALUPE**

### **Public Safety Administrative Aides – Temporary Appointments JOB POSTING**

#### **SUMMARY:**

The duties of this classification may differ depending on assignment. These positions may work up to 19 hours per week and will perform both office and field work. These appointments are not eligible to receive vacation leave or holiday pay, or other fringe benefits. Sick leave is applied in accordance to California employment law. Please contact Human Resources directly for more information on these appointments.

Under direction, performs office support work of a responsible nature; prepares a variety of documents and files from written, recorded, printed sources, or oral instruction. Greets, screens, and provides factual information to visitors and callers. Makes arithmetical calculations and operates various office equipment. Acts as office assistant in situations which require the exercise of considerable judgment and discretion; and performs related work as required.

#### **Fire Department Administrative Aide \$20.175 -\$27.037 hourly**

##### **Specific Duties:**

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Assist with inputting information on related work
- Prioritizing workloads

#### **Police Department Administrative Aide \$20.175 -\$27.037 hourly**

##### **Specific Duties:**

- Performs a variety of non-sworn police assignments, including but not limited to, receiving, recording, and maintaining pertinent information and records.
- Examples of such assignments include receiving reports and citations, subpoenas, warrants, arrest reports and restraining orders.
- Acts as custodian of records.
- Produces records as required by court subpoenas.
- Fields questions from incoming calls and walk-in traffic. Transfers emergency calls and non-emergency calls to dispatch.

**BACKGROUND CHECK:** Administrative Aides are subject to DOJ background and Live Scan fingerprinting.

**APPLICATION PROCESS:** Go to our website at [www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us) to download an application and send to City of Guadalupe, Attn: HR/EG, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email to [egerber@ci.guadalupe.ca.us](mailto:egerber@ci.guadalupe.ca.us).

**DEADLINE:** Friday, October 15, 2021 at 3:30pm