

# **CLASSIFICATION SPECIFICATION**

## **CITY OF LIMA**

An Equal Opportunity Employer  
1 OF 5      LPD Administrative Services Specialist 03April2025

**CLASS TITLE: LPD Administrative Services Specialist**

**STATUS: Non-Exempt**

**JOB RESPONSIBILITIES:** In addition to the following, performs other related duties as required.

Under general supervision, provides administrative support to the LPD Administrative Services Sergeant and LPD Administrative Services Major; responsible for hiring process for all employees at LPD; orders, maintains and tracks all department uniforms and equipment; assists officers with their day-to-day needs; coordinate interviews, meetings and events; prepares and issues false alarm notices and collects; orders office supplies; performs financial transactions; operates computer terminal to enter, produce or verify information; performs related clerical activities; performs public relations activities; performs recordkeeping functions; prepares variety of material from rough draft, recording or written or oral instruction; performs facility, equipment and supplies and functions.

**QUALIFICATIONS:** The training, education and work experience which indicate possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Completion of secondary education and two (2) years sub-professional accounting experience; or equivalent. Must demonstrate proficiency in those areas listed under knowledge, skills, and abilities. Must be able to pass background check including references, criminal history and CVSA.

**ILLUSTRATIVE DUTIES OF THE CLASSIFICATION:** The following duties are intended to depict tasks performed by this classification.

1. Performs financial transactions; gathers, compiles and calculates financial and statistical data; monitors department budget to ensure expenditures do not exceed allocations; reconciles various information, (e.g., payments, yearend financial information and routine accounts on periodic basis, deposits receipts, etc.); enters routine account information into computer; balances cash drawer; receives payments, counts money and makes change; prepares various documents, (e.g., purchase orders, receipts, customer bills, invoices, pay-ins, deposit slips, requisitions, checks, vouchers, etc.); issues stop payment orders to bank; checks computations; computes penalty and interest charges; posts deposits and payments.
2. Compiles and evaluates data and information; reviews invoices, evaluates adjustments and pays invoices; contacts appropriate parties to resolve any problems or discrepancies; uses spreadsheets to enter and manipulate data in order to produce technical information; prepares and maintains detailed financial and/or statistical data; reconciles routine accounts on periodic basis; posts routine account information to ledgers, journals, books or cards; prepares purchase orders, vouchers and requisitions; participates in the preliminary budget process; enters invoices for payment and tracks payments in Innorise.

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3. Performs payroll functions; reviews and maintains payroll records (timecards, time sheets, etc.); submits payroll records to appropriate office for processing.
4. Operates computer terminal to enter, produce or verify information; enters information, prepares reports and types documents; creates, deletes, updates and changes routine records from information furnished; confers with appropriate officials/agencies to clarify or confirm data; reviews, verifies and edits data to be input; organizes data into logical sequence for input; reviews records and reports generated by computer to ensure accuracy and consistency; administers departmental computer system (e.g., performs routine system maintenance, assists operators with problems and questions, makes recommendations regarding hardware and software, confers with vendors and consultants as necessary, etc.); confers with appropriate officials/agencies to clarify or confirm reviews, verifies and edits data to be input; reviews records and reports generated by computer to ensure accuracy and consistency; maintains security of data (e.g., performs proper back-up and storage procedures, etc.).
5. Performs related clerical activities; counts, sorts, collates and arranges documents for typing or copying; prepares form letters; contacts appropriate parties to verify received information; reviews documents for accuracy and completeness; assists public with completion of forms; verifies receipt of documents; updates organizational records; distributes documents to appropriate personnel; operates copy machine to reproduce documents; operates and maintains office equipment; performs customer service duties (e.g., complaint resolution, cashiering, account investigation, etc.); orders office supplies; retrieves information from files.
6. Performs public relations activities; routes routine information and documents to appropriate personnel; answers telephone and responds to routine inquiries; receives telephone calls and directs to proper authority; provides general information to public; greets and screens persons entering department; resolves routine inter-organizational problems; serves as liaison with governmental officials, department heads, constituents, attorneys, media and general public; transmits decisions and directives to involved parties; provides general information to public; conducts correspondence with general public, adjusting complaints or supplying information explaining department procedure; interprets regulations according to defined standards and applies rules to a variety of work situations; schedules tours and civilian riders.
7. Performs recordkeeping functions; maintains department records according to established procedures; maintains records of work completed; maintains accounts payable records.
8. Prepares variety of material from rough draft, recording or written or oral instruction; proofreads typed documents and makes necessary corrections; operates word processor to produce typed documents; types information of confidential or sensitive nature; types lengthy or complex technical documents requiring knowledge of specific department terminology; types correspondence, reports, records and related department documents; types labels, envelopes, cards and/or routine forms.

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9. Plans and performs a wide variety of duties requiring a broad knowledge of LPD general directives in addition to extensive knowledge of a particular field. Uses independent judgement to devise methods or modify standard procedures to handle different conditions. Makes decisions based on precedent and LPD policy. Prepares and maintains records; prepares and maintains information of a confidential or sensitive nature; maintains personnel, financial, statistical and related records according to established procedures; prepares periodic reports for external agencies; retrieves information from files.
10. Provides administrative support to administration; gathers and compiles technical information; gathers and compiles routine data for preparation of and prepares routine reports; signs supervisor's name to authorized correspondence, inter-office forms, requisitions and similar papers; maintain frequent contacts with public and private executives, professionals and other officials on behalf of department administration; performs other duties as required.
11. Assists in development of policies and procedures; develops office forms and procedures; conducts research, compiles data and prepares reports to assist head of organization in making informed decisions.
12. Manages hiring process and assists with staffing for police officers, corrections officers, corrections officers, park rangers, clerical and civilian staff; compiles and mails application packets to candidates. Receives and processes applications; administers physical fitness agility test; performs credit check; coordinates background investigation, schedules interviews and meetings; schedules pre-employment psychological exam and medical exam/drug test; coordinates police academy training.
13. Provides clerical, technical and administrative assistance to assigned supervisors in support of assigned programs; assists supervisors with department's management systems which includes personnel management, purchasing processes, training programs and others.
14. Maintain departmental training and requirements and records; schedules in house training; maintains training certificates; maintains required annual firearm qualifications and follows up to ensure all officers have met the standards.
15. Coordinates departmental training for off-site training; registers individuals for courses; coordinates travel arrangements, hotel accommodations, and expenses; maintains training certificates.
16. Performs account collection duties for false alarms; conducts investigations of delinquent accounts (e.g. searching directories, courthouse records, and related sources, etc.) to determine financial resources; compiles information to prepare delinquency reports; prepares documents to file collection action in court.

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17. Obtains and monitors the use of services, office equipment, cleaning products and toiletries for the department; maintains office equipment and schedules services, repairs and/or replacements; orders and maintains cleaning supplies for the department prepares specifications for vehicle/equipment purchases.
18. Orders police equipment for new officers and replacement/new equipment for current officers; schedules fitting for new officers and tracks all equipment ordered, received, issued, exchanged, returned, etc.; maintains list of officers equipment including timeline for replacement equipment and schedules items for replacement as needed (i.e. ballistics vests).
19. Orders and maintains uniforms for communications operators, records clerks, corrections officers, police officers, and civilian staff. Manages and reports uniform allowances and checks balances.
20. Compiles data and photographs from the internet, social media, Lima Police Department supervisors and team leaders for annual report; coordinates and compiles data and photographs from supervision and team leaders and creates annual report for Lima Police Department.
21. Interprets and applies department and office policies, procedures, rules and regulations which may require familiarity with the Lima Police Department administrative and personnel procedures, Civil Service Commission rules and/or departmental organizations.

**KNOWLEDGE, SKILLS AND ABILITIES:** necessary to perform duties (\* indicates developed after employment).

**Knowledge of:** bookkeeping; office practices and procedures; English grammar and spelling; office equipment operation; records preparation and management; organizational policies and procedures\*; data processing techniques and procedures; inventory control; purchasing; accounting; budgeting; public relations; bookkeeping; personnel practices\*; employee training and development\*; organizational goals and objectives\*; Microsoft Office; computer science; arrange items in alphabetical or numerical order; create and complete routine forms.

**Skill in:** computer operation; data entry; word processing; typing and transcription; LPD computer aided dispatch and record management software\*; Microsoft Office including Word, Excel, PowerPoint, and Outlook; spreadsheets; databases; Innoprise\*.

**Ability to:** calculate fractions, decimals and percentages; apply principles to solve practical, everyday problems; read, copy and record figures accurately; prepare routine correspondence; copy records precisely without error; carry out detailed but basic written or oral instructions; proofread technical materials, recognize errors and make corrections; sort items into categories according to established methods; gather, collate and classify information about data, people or things; communicate effectively; complete routine forms; answer routine telephone inquiries; maintain records according to established procedures or institute better records as needed;

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handle sensitive inquiries from and contacts with officials and general public; prepare accurate documentation; deal with many variables and determine specific action; define problems, collect data, establish facts and draw valid conclusions; understand, interpret and apply laws, rules or regulations to specific situations; prepare accurate documentation.

### **EQUIPMENT OPERATED:**

Computer and printers, typewriter, dictation machine, calculator, fax machine, copy machine, cash register, telephone, Risograph, binding machine, and any other machine necessary to carry out functions of the department.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

Creation of Account Clerk I position job specification submitted to CSB on 9/1/05.  
JOB Specification approved by CSB on 9/1/05. Approved by City Council on 9/12/05.

Civil Service Board Amended: April 3, 2025