



**RECRUITMENT ANNOUNCEMENT
Post Through March 26, 2010**

**ADMINISTRATIVE AIDE (PART-TIME)
OFFICE OF THE CHIEF OF POLICE**

THE POSITION:

The City of Kettering seeks a professional with exceptional skills to serve as an Administrative Aide to assist the Office of the Chief of Police. Current work schedule is 20-24 hours per week. Work is performed with limited supervision and requires the regular use of independent judgment. Candidate must demonstrate the ability to develop a thorough knowledge of the Police Department organization and must be able to function in a "teamwork style" work environment. Must perform duties in a responsible manner and take initiative to perform tasks independently as needs arise.

Researches and completes statistical analysis, reports and special projects; gathers and compiles information on accreditation compliance; assists in developing and maintaining departmental policies; and coordinates other department processes.

QUALIFICATIONS:

The ideal candidate will have a related degree; outstanding organizational skills; good writing and analytical skills; a mature and professional manner and be capable of independent judgment in office operations, as well as knowledge of and skill in the use of computers and applicable software and the ability to work independently. Must have excellent customer service, oral and written communication skills and the ability to work and communicate effectively with staff, other City officials and the general public.

COMPENSATION:

Pay range is \$13.51 to \$21.14 per hour; entry rate contingent upon the applicant's skills, knowledge and abilities. Benefits include pro-rated paid holiday, vacation and sick leave.

TO APPLY:

Submit resume and cover letter including a brief overview of relevant work experience, education and training by **March 26, 2010**, in person 8 AM - 5 PM, Monday-Friday, or by mail, to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd., Kettering, OH 45429.

Applicants demonstrating the highest degree of experience and training will be scheduled for an interview. Top candidates will undergo a thorough background check and polygraph examination. Prior to appointment, candidate will be required to submit to a psychological assessment. Information about this position and the City of Kettering available at: www.ketteringoh.org.

Equal Opportunity Employer

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937-296-2446 • FAX 937-296-3371
www.ketteringoh.org

KETTERING POLICE DEPARTMENT

ADMINISTRATIVE AIDE (Part Time)

GENERAL STATEMENT OF DUTIES:

Performs responsible clerical tasks and assists the Office of the Chief, providing administrative, technical and analytical support toward achievement of their departmental goals and objectives. Work includes gathering, scanning and organizing information and miscellaneous special projects.

DISTINGUISHING FEATURES OF THE POSITION:

This is a non-sworn civilian position. The Administrative Aide is expected to use initiative and professional judgment in the accomplishment of duties. Works under the direct supervision of the Secretary to the Chief of Police.

EXAMPLES OF WORK: (Illustrative Only)

Gathers and compiles electronic proofs for accreditation compliance;

Coordinates the Project Management System;

Researches and completes statistical analysis, reports and special projects as assigned;

Assists in developing and maintains policies (General Orders) of the Police Department;

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (SKA):

Must be a self-starter capable of working with limited supervision, with the ability to use independent judgment in the performance of work that is consistent with general directions from supervisory staff;

General knowledge of and skill in the operation of personal computers and applicable software;

Ability to create and maintain accurate paper and electronic records and other documentation;

Good writing skills and the ability to be articulate and concise in written and oral communications;

Ability to establish and maintain effective working relationships with other employees, City officials, and the general public;

Excellent problem-solving skills and the ability to work independently;

Ability to process information with a high degree of attention to detail;

Ability to gather, organize and analyze data and prepare informative reports;

Ability to manage time in an efficient manner;

Ability to use standard office equipment including phone systems, facsimile machines, copy machines, and calculators;

Knowledge of filing storage and retrieval systems;

Ability to acquire knowledge of departmental policies and procedures governing the Project Management System.

ACCEPTABLE EDUCATION AND EXPERIENCE:

A high school graduate level of ability in English, grammar, math and spelling, supplemented by some related college courses, or any equivalent combination of work experience, education and/or training which provides the required knowledge, skills and abilities is necessary. College degree preferred.

OTHER REQUIREMENTS:

Prior to appointment, all candidates will be required to submit to a police background investigation, polygraph examination and a psychological assessment.

Approved: _____

Date: _____