

# POSITION DESCRIPTION

## I. IDENTIFYING INFORMATION

Class Title: Clerical Assistant

Position Number:

Agency: State of Hawaii Law Enforcement Standards Board

Geographic Location: Downtown Honolulu

## II. INTRODUCTION

### Function of this organizational unit:

The State of Hawaii Law Enforcement Standards Board (“LESB”) as found in Act 220, Session Laws of Hawaii 2021, is charged with:

1. Establish minimum standards for employment as a law enforcement officer and certifying persons qualified as law enforcement officers;
2. Establishing minimum criminal justice curriculum requirements for basic, specialized and in-service courses and programs for the training of law enforcement officers;
3. Consult and cooperate with the counties, state agencies, other governmental agencies, universities and colleges and other institutions, concerning the development of law enforcement officer training schools and programs;
4. Responsible for regulating and enforcing the certification requirements of law enforcement officers, and has the authority to initiate administrative investigations, disciplinary proceedings, and decertification proceedings against any law enforcement officers within the State.

### Purpose of the position:

This position is assigned typing, clerical, computer input and receptionist duties to support the work of the Commission and receives work from the LESB Administrator and research staff.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### A. Clerical 75%

Perform senior level clerical work that involves a wide range of clerical functions where some originating and planning of work are required and/or a variety of highly complex clerical or administrative tasks that are primarily substantive in nature and requires evaluating information for conformance with established requirements and interpreting laws, rules and regulations in order to determine appropriate disposition and use of judgment because problems are often not covered by standard instructions or established techniques, systems or procedures; types documents, accounts and other reports, correspondence, interoffice and interdepartmental memoranda; complete various administrative paperwork for all travel, conferences, and training; makes appropriate arrangements and reservations with airline or travel agency, hotel and car rental; maintains records of their itineraries while they are on travel status; labels envelopes and certified mailing cards; checks drafts and correspondence for accuracy, completeness and general appearance; perform other related duties as assigned.

#### B. Filing 15%

Assists or perform tasks independently, such as assemble multiple page documents; sets up and maintains individual case folders, files, records, or other documents for desired information to assist in completing assignments; does mailing; transmits communications via facsimile; files court documents; creates and/or maintains files and logs for the office and exercises initiative in establishing or revising files to meet current needs and demands. Files, logs and indexes documents, correspondence, etc., in accordance with established office procedures; maintains tickler files; locates files, documents and correspondence, etc., upon request; opens and closes finished administrative files; delivers and picks up documents.

#### C. General 10%

Receives and screens incoming calls and routes to appropriate staff, section, or outside agency with courtesy and tact. Attends to necessary photocopying and collating paperwork; performs other duties as assigned.

### IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. \_\_\_\_\_; \_\_\_\_\_

This position is under the general supervision of the LESB Administrator, Position number \_\_\_\_\_.

B. Nature of Supervisory Control Exercised Over the Work.

The LESB Administrator or researcher who are assigned specific matters shall assign the Clerical Assistant to specific cases and tasks; provide general guidelines and requirements; review the Clerical Assistant III's work for accuracy and completeness.

**V. REQUIRED LICENSES, CERTIFICATIONS**

- A. Class 3 Hawaii Driver's License

**VI. RECOMMENDED QUALIFICATIONS**

- A. Knowledge:** Common law terminology, procedures, practices, form and documents, filing methods and systems, correct English grammar, spelling, punctuation, word usage and arithmetic; office practices and procedures; operation and maintenance of common office appliances and equipment. office practices and procedures.
- B. Basic Experience:** Six months of work experience which demonstrated knowledge of English grammar, spelling, and arithmetic; the ability to read and understand oral and written instructions; write simply and directly; and compare words and numbers quickly and accurately.
- C. Clerical Experience:** Two years of work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems and operate various kinds of office equipment and technologies.
- D. Keyboarding/Computer Skill:** Keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications.

**VII. TOOLS, EQUIPMENT & MACHINES**

The applicant for the position must be able to utilize and operate personal computers and general application software, electronic calculators, and other general office equipment and tools such as printers, telephones, photocopy, facsimile and shredding machine.