

DRAFT POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title: Office Assistant IV, SR10, BU03
Position Number: 124372
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 as established by Act 220, Session Laws of Hawaii 2018, is charged with the following tasks:

1. Establish minimum standards for employment as a law enforcement officer;
2. Establish 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. Establish and administer a program for the certification of persons qualified as law enforcement officers;
5. Regulate and enforce the certification requirements of law enforcement officers through administrative investigations, disciplinary proceedings, and decertification proceedings against any law enforcement officers within the State.

Purpose of the position:

This position is assigned general administrative tasks to include typing, clerical, data entry, and receptionist duties to support the objectives and assigned responsibilities of the Board. This position also receives work assignments from the State of Hawaii Law Enforcement Standards Board and its Administrator, as well as additional research staff.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Clerical

75%

Perform senior level clerical work that involves a wide range of clerical functions including: (1) originating and planning of work; (2) handling a variety of highly complex clerical or administrative tasks that require evaluating information for conformance with established procedures; (3) interpreting policies and procedures, rules and regulations in order to

determine appropriate action; (4) being able to problem solve different situations; and (5) perform other related duties as assigned.

B. Filing

15%

Assist in or perform the following tasks independently: (1) assemble multiple page documents; (2) set up and maintain individual case folders, files, records, or other documents with information necessary for Board operations; (3) process mailings; (4) transmit communications electronically, by messenger, or by postal service; (5) file court documents; and (6) deliver and pick up documents.

C. General

10%

Receives and screen incoming calls and route calls to appropriate staff, section, or outside agency with courtesy and tact. Attend to necessary photocopying and collating of paperwork. Perform other duties as assigned.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 124371; Law Enforcement Standards Board Administrator

This position is under the general supervision of the State of Hawaii Law Enforcement Standards Board Administrator.

B. Nature of Supervisory Control Exercised Over the Work.

The State of Hawaii Law Enforcement Standards Board Administrator may assign specific cases and tasks to the Office Assistant; provide general guidelines and requirements; and review work for accuracy and completeness.

V. REQUIRED LICENSES, CERTIFICATIONS

A. None.

VI. MINIMUM QUALIFICATIONS

A. Knowledge: General office practices and procedures; standard document forms; document filing methods and systems; correct English grammar, spelling, punctuation, and word usage; basic arithmetic; operation and maintenance of common office appliances and equipment. .

B. Basic Experience: Six months of work experience which demonstrates 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 demonstrates knowledge of office practices and procedures and filing methods and systems, the ability to effectively perform and follow procedures in clerical work systems, and operate various 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, in addition to other general office equipment and tools such as printers, telephones, and photocopy, facsimile and shredding machines.