



City of Buena Park

Administrative Assistant - Police Administration

SALARY	\$26.69 - \$34.07 Hourly \$4,626.27 - \$5,905.47 Monthly \$55,515.20 - \$70,865.60 Annually	LOCATION	Buena Park, CA
JOB TYPE	Full-Time (Benefited)	JOB NUMBER	25-00022
DEPARTMENT	Police	OPENING DATE	04/14/2025
CLOSING DATE	5/18/2025 11:59 PM Pacific		

JOB BULLETIN

**The City of Buena Park is looking for an Administrative Assistant to join the Buena Park Police Department.
(Pending City Council Approval)**

Reporting to the Police Captains, the Administrative Assistant provides administrative operational support to the Buena Park Police Department. The ideal candidate for this position is a highly organized and detail-oriented multitasker who is able to juggle varied projects and tasks, answer a high volume of calls, and handle stressful and sensitive information with professionalism and discretion, maintaining strict confidentiality at all times. The individual in this position will work closely with Human Resources staff to ensure timely and accurate processing of payroll and assists with workers' compensation claims and related paperwork as needed.

Prior knowledge of the Trakstar evaluation system, cost recovery data reporting, and prior administrative support experience, preferably in law enforcement and/or municipal government, are highly desirable. Interested individuals are strongly encouraged to apply early.

GENERAL PURPOSE

Under general supervision, performs a broad range of varied and difficult administrative, technical, secretarial, and clerical functions in support of a department or one or more divisions; administers databases, supports commissions or committees, and prepares and reviews records and reports; provides technical direction or supervision to clerical and administrative support staff; and does related work as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant is distinguished from the Senior Office Assistant in that these positions typically perform more difficult work assignments involving the administration of more specialized and confidential records, the provision of staff support to a major commission or committee, the review and compilation of data for management and staff reports, and the completion of independent research. The Administrative Assistant is distinguished from the Senior Administrative Assistant

in that it does not directly support a department director although it may provide technical direction or supervision to other administrative support staff.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Organizes and administers information within specialized departmental databases; interprets and utilizes data fields to research and prepare management reports.
2. Schedules appointments and meetings, and arranges for travel or staff attendance at conferences, workshops, and professional functions; coordinates meeting arrangements and may assist with the physical set-up of meeting facilities and conference rooms; notifies meeting participants.
3. Acts as staff liaison to City Commission and/or one or more committees by preparing agendas, taking minutes, researching items, and compiling, submitting, and relaying presentational materials and information to members.
4. Provides divisional and counter support; answers calls, screens visitors, and refers parties to appropriate personnel; assists customers at a public counter and by telephone; responds to inquiries and complaints.
5. Compiles budgetary data and tracks account expenditures; purchases office supplies and equipment and researches information regarding vendors, contractors, and consultants.
6. Prepares, types, and edits correspondence, staff reports, agenda reports, activity reports, audit documents, grant reports, and legislative and statutory correspondence.
7. Conducts surveys and replies to requests for data; researches city and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.
8. Creates fliers, public announcements, website collateral, legal statements, and promotional information, and coordinates special events.
9. Establishes and updates division records and archives and considers how this information may be used and verified in various reports.
10. Compiles, submits, and verifies information in departmental timesheets, accrued time-off records, payroll rate adjustments, and personal information change requests.
11. Administers contracts and requisitions for professional services, products, and a variety of other materials; maintains and orders office supplies; oversees payments of invoices and claims.
12. May organize, train, supervise and evaluate the work of office support personnel, as assigned.
13. May act in the absence of the Senior Administrative Assistant in performing various tasks.

QUALIFICATIONS GUIDELINES

Knowledge of:

City policies and protocols; program administration practices; research methods involving the use of department databases; office administration practices and procedures; correct English usage, including spelling, grammar and punctuation; city organization, ordinances, rules, programs, policies and procedures applicable to departmental operations; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; rules and procedures governing public notices and conduct of public meetings; word processing, spreadsheet, graphics, and database software applications; record keeping, filing, purchasing, and accounting practices and procedures; communications methods; effective customer service techniques; effective leadership techniques.

Ability to:

Operate computer equipment and use word processing, spreadsheet, and specialized software application programs; operate calculator and standard office equipment; plan, organize and prioritize administrative assignments to meet deadlines; type at the net rate of 45 words per minute or higher; take minutes and provide administrative support to assigned commissions or committees; provide technical direction to support staff; communicate effectively, both orally and in writing; proofread and prepare clear, accurate, and concise records and reports; establish and maintain effective working relationships with staff, management, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work; exercise tact and diplomacy in explaining and obtaining compliance with department administrative procedures; maintain the confidentiality of sensitive information and records.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/TRAINING/EXPERIENCE

High School graduation or G.E.D. equivalent is **required**, preferably supplemented by education, training and certification in office management, supervision, and the use of office and database software products. Three years of administrative and customer support experience is **required**, preferably including some lead experience. Experience within a specific field related to the position assignment is highly desirable.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

An original typing certificate predated up to one year, must be submitted along with the completed application. The typing certificate must be for 45 wpm net (after errors) on a 5-minute timed test.

Acceptable typing certificates must meet all of the following requirements:

- A five (5) minute timed test including the gross speed and number of errors (gross speed – errors = net speed).
- Certification must be in writing and test taken within 12 months of submission to the Buena Park Human Resources Office.
- Certification must be verifiable and include a valid administrator's name, signature, address and telephone number.

A SELF-ADMINISTERED TYPING TEST THAT IS TAKEN OVER THE INTERNET OR ANY OTHER SELF-ADMINISTERED TEST WILL NOT BE ACCEPTED.

- A copy of the certification must be submitted with your official City application. You must submit the certificate in order to be considered for the position. For suggested locations and more information about the requirements, please [CLICK HERE \(Download PDF reader\)](#). (Download PDF reader)

APPLICANT INFORMATION/EXAM WEIGHT

**MANDATORY MEETING & WRITTEN EXAM ARE TENTATIVELY SCHEDULED FOR WEDNESDAY, MAY 28, 2025
INTERVIEW TENTATIVELY SCHEDULED FOR WEDNESDAY JUNE 11, 2025**

Applicants must submit a City application online through the Human Resources Department web page at www.buenapark.com/hr. Applications may be accompanied by a resume describing experience, education, and training in relation to the requirements of the position, however, resumes will not be accepted in lieu of a completed City employment application.

All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. An eligible list is valid for up to one year unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

Americans with Disabilities:

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact Human Resources at (714) 562-3515 no later than 5 business days before the test date.

Fingerprinting:

Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

Physical Examination:

Employment offers are conditional based, upon the successful completion of a medical examination which may include drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense.

Employer

City of Buena Park

Address

6650 Beach Boulevard

Buena Park, California, 90621

Phone

714-562-3515

Website<http://www.buenapark.com/HR>**Administrative Assistant - Police Administration Supplemental Questionnaire*****QUESTION 1**

To better evaluate your qualifications for this position, responses to this supplemental questionnaire are required. The information you provide will be used to determine your eligibility to continue in the selection process. An incomplete and inaccurate application may lead to disqualification. It is your responsibility to fill out the application thoroughly and accurately. Resumes will not be accepted instead of completing these questions. Please provide concise, descriptive, and detailed information when answering the questions. If you do not have experience, please write "NONE". NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be considered when evaluating your qualifications.

☐ I acknowledge receipt of this information and understand the instructions.

***QUESTION 2**

What is your highest level of education completed?

- ☐ No Diploma
- ☐ High School or G.E.D.
- ☐ Some College - 59 units or less
- ☐ Some College - more than 60 units
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

***QUESTION 3**

Do you have the ability to work extended hours in order to meet the needs of the department, complete assigned work, and attend meetings or events as needed?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have experience working for a municipality or law enforcement agency?

- ☐ Yes
- ☐ No

***QUESTION 5**

How many years of office and administrative support experience do you have?

- ☐ No Experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years' experience
- ☐ 2 to less than 3 years' experience
- ☐ 3 to less than 4 years' experience
- ☐ 4 years or more experience

***QUESTION 6**

How many years of experience do you have providing customer service support?

- ☐ No experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years of experience
- ☐ 2 to less than 3 years of experience
- ☐ 3 to less than 4 years of experience
- ☐ 4 or more years of experience

***QUESTION 7**

How many years of experience do you have with advance office support including business letter writing, composition, proof reading, spelling, grammar, and vocabulary?

- ☐ No experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 to less than 4 years experience
- ☐ 4 years or more experience

***QUESTION 8**

How many years of experience do you have working in an organization in which you prepared agendas and minutes for a board or commission? Details must be included in the work experience section of your application.

- ☐ No Experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 to less than 4 years experience
- ☐ 4 or more years experience

***QUESTION 9**

How many years of experience do you have providing administrative support to executive or management level positions?

- ☐ No experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 to less than 4 years experience
- ☐ 4 or more years experience

***QUESTION 10**

Please describe your experience providing administrative support to executive or management level positions. Please include your dates of employment and names of your employer during this experience.

***QUESTION 11**

How many years of experience do you have interpreting rules, codes, laws, and/or regulations?

- ☐ No experience
- ☐ Less than 1 year experience
- ☐ 1 to less than 2 years of experience
- ☐ 2 to less than 3 years of experience
- ☐ 3 to less than 4 years of experience
- ☐ 4 years or more of experience

***QUESTION 12**

Please describe your experience interpreting rules, codes, laws, and/or regulations?

***QUESTION 13**

This position requires typing skills of a minimum 45 wpm net (after errors) on a 5-minute timed test. Do you meet the qualification of at least 45 wpm?

- ☐ Yes
- ☐ No

***QUESTION 14**

An original typing certificate predated up to one year, must be submitted along with your application. For information on where to obtain a typing certificate, see the job bulletin or visit the Frequently Asked Questions (FAQ) on the City's website at www.buenapark.com/hr. Have you uploaded your typing certificate?

- ☐ Yes
- ☐ No

*** Required Question**