

## **2-01-715 Operations Assistant I (OAI)**

**RESPONSIBLE TO:**           **Operations Sergeant**

**WORK SCHEDULE:**       **Five day post, Monday through Friday**

### **GENERAL DUTIES:**

The Operations Assistant I is responsible for assisting the operational staff by providing routine administrative staff support functions. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

### **SPECIFIC DUTIES:**

- Assign, track, and edit employee performance evaluations. Review finished copies for proper grammar, spelling, punctuation and format.
- Maintain and update the Employee Performance Evaluation Tracking System (EPETS).
- Prepare a variety of documents necessary to support operations including memos, letters, forms, charts and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.
- Provide backup to cover the captain's secretary's desk in their absence.
- Forward employee jackets in the event an employee is transferred out of the facility.
- Review, process, and forward all subpoena requests to the appropriate personnel.
- Answer incoming phone calls, direct calls, take messages and provide information, as necessary.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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