

## **2-01-720 Operations Assistant II (OAll)**

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

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

### **GENERAL DUTIES:**

The Operations Assistant II is responsible for assisting operational staff by analyzing and making recommendations for the solution of various issues including organization, systems and procedures, law enforcement programs, budget, or facility planning.

### **SPECIFIC DUTIES:**

- Responsible for the direct supervision of clerical support staff to ensure proper application of various program and quality of work product.
- Assist in the processing of various custody related reports requiring specialized knowledge of the Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.
- Responsible for the collection of statistical data and for compiling the Monthly Management Report and the Command Accountability Report System (CARS).
- Assist with miscellaneous administrative projects.
- Responsible for the facility budget.
- Serves as the facility buyer for all goods pertaining to maintenance and facility functionality, including office supplies for operational staff.
- Maintain weekly and monthly budget reports for Custody Services Division.
- Responsible for creating and entering purchase orders into the Electronic Countywide Accounting and Purchasing System (eCAPS).
- Responsible for receiving goods, matching invoices to packing slips and purchase orders, and submitting to Fiscal Administration for payment.
- Coordinate the repair and maintenance of office equipment.
- 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.
- Assist operational staff in the overall coordination, planning, organization and staffing of the unit by participating in the recruitment, selection, and placement of qualified employees.
- May supervise a small clerical and/or operational support staff engaged in related work where responsibility for supervision is subordinate to the performance of the administrative work.
- Assist in preparing various reports for the facility such as the Sheriff's Critical Information Forum (SCIF), Sheriff's Electronic Criminal Document Archive (SECDA), Internal Controls Certification Program (ICCP) and the Command Inspection.

### **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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