
CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025

AGENDA ITEM __

DATE: 09.08.2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: PROPOSED JOB DESCRIPTION FOR NEW POSITION OF PROPERTY CLERK/ADMINISTRATIVE ASSISTANT IN THE POLICE DEPARTMENT

BACKGROUND:

As discussed at the recent Budget Workshop, we are proposing to ADD the position of “Property Clerk/Administrative Assistant” to the Police Department”. A copy of the proposed job description is attached. Based upon the discussion during the workshop I understand there is not full support for this additional position, but since I did not get a clear consensus either way. I’m bringing it before council for a vote.

Council can vote to approve the position as a full-time or part-time employee or vote to not add the position at all.

If approved, we are proposing this position with a pay grade of 6 (\$39,820 min - \$53,757 max.). Other positions in this grade are Accounting Clerk, Ports & Harbors Admin Asst., Development Coordinator/Permit Tech., Meter Technician, Police Cadet.

The attached job description provides detail to the proposed duties of this position to supplement the information provided by Chief Rangnow during the budget workshop.

STAFF RECOMMENDATION:

- 1) Approve the addition of one new position being “Property Clerk/Administrative Assistant” in the Police Department with the presented job description

ATTACHED: Job description of “Property Clerk/Administrative Assistant”



CITY OF
PORT LAVACA



JOB TITLE: Property Clerk/Administrative Assistant **Pay Grade: 6**
DEPARTMENT: Police
REPORTS TO: Chief of Police
EMERGENCY STATUS: Non-Essential
JOB CODE:

JOB DEFINITION:

Under general supervision, provides receptionist and front-office support for the Police Department. This position is responsible for greeting and assisting the public, answering phones, routing calls, and performing clerical and administrative support functions. The Property Clerk/Admin supports the Office Manager and Records Clerk by handling routine administrative and customer service duties, allowing those positions to focus on higher-level responsibilities.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

Receptionist Duties:

- Answer and direct phone calls, greet and assist visitors, and provide general information to the public.
- Handle incoming and outgoing mail, emails, and faxes.
- Maintain front office security, ensure a professional and welcoming environment, and assist with public inquiries.
- Assist with appointment scheduling and managing meeting calendars.

Property Clerk Support Duties:

- Store and retrieve all property and evidence collected, seized, or kept by the Police Department, ensuring a continuous chain of custody. Maintain all records related to property and evidence.
- Maintain knowledge of laws and policies regarding the management of evidence and property, including the process for final disposition.
- Mail or deliver evidence requiring laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed. Deliver or manage the delivery of evidence to and from courts, prosecutor's offices, and other locations.
- Process property disposition forms, state laboratory evidence submission forms, court-ordered motions related to property and evidence, and related correspondence with the public.
- Respond to inquiries and requests from department personnel, criminal justice agencies (e.g., County/District Attorneys, City Prosecutors), and the public regarding property.
- Write supplementary offense and related reports.
- Document all handling of evidence and property, maintain retention dates, and prepare records for destruction.
- Conduct inventories/audits in accordance with Police Department Policies and Procedures.

- Coordinate, prepare, and approve items designated for auction, reconcile auction reports, and ensure timely deposit of funds.
- Provide technical support and training on evidence and property handling for all divisions within the Police Department.
- Appear in and testify in court.
- Be subject to after-hours call-out and out-of-town travel to transport and/or secure evidence.
- Represent the department at public and community events.

Administrative Support to Office Manager:

- Assist in budget tracking, invoice processing, and record-keeping related to department expenditures.
- Coordinate facility maintenance requests and ensure office equipment is operational.
- Research and make recommendations on office and departmental supplies, including uniforms and equipment.
- Assist in maintaining compliance with TCOLE and CJIS requirements, including recordkeeping and documentation.

Records Clerk Support Duties:

- Assist in maintaining, organizing, and filing police records and reports in accordance with department policies and legal requirements.
- Help process requests for records, including public information requests, subpoenas, and law enforcement inquiries.
- Maintain confidentiality and compliance with CJIS security protocols.
- Assist in preparing reports and statistical summaries as needed.

KNOWLEDGE AND SKILLS REQUIRED:

KNOWLEDGE

- City policies and procedures.
- Port Lavaca Police Department policies and procedures.
- Law enforcement and public safety agency terminology.
- Principles and practices of confidential records management and file maintenance.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Ability to learn and use Records Management software.
- Ability to handle sensitive evidence with a high degree of security and accuracy.
- Strong verbal and written communication skills.
- Ability to work independently with minimal supervision.
- Excellent organizational skills and attention to detail.
- Ability to interact professionally and courteously with the public and law enforcement personnel.
- Familiarity with office machines and equipment, including multi-line phones, copiers, scanners, and fax machines.

SKILLS

- Effectively communicating both verbally and in writing.
- Prioritizing work assignments; managing programs; reading and understanding manuals, and recording work activity.

- Operating and maintaining office machines and equipment including computers, copiers, scanners, multi-line phones.
- Dealing tactfully, courteously, and impartially with the police and the public.
- Proficiency in typing
- Learning and using Records Management software.
- Securing and storing evidence.
- Writing clear, accurate and concise reports suitable for submission to a court of law.
- Presenting clear and accurate testimony in court.
- Working without direct supervision.
- Reading, interpreting and applying laws, ordinances, rules and regulations.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Minimum of three years of clerical experience, with law enforcement experience preferred.
- Must pass a comprehensive background check and be eligible for CJIS security clearance.
- No history of financial problems, bankruptcy, or court judgments.
- Valid Texas Driver's License with a driving record that meets City Guidelines.
- Obtain TAPEIT Basic Certification within one year of hire.

CERTIFICATIONS, LICENSES, REGISTRATION:

- Requires a Notary Public commission or ability to obtain one within 6 months of employment.
- Requires valid Texas Driver's license with driving record that meets City Guidelines.
- Obtain TAPEIT Basic Certification within one year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is mostly completed indoors with possibility of being called into field. May be exposed to potentially hazardous chemicals, diseases, fumes, odors. Enough physical strength and stamina to lift up to 50 pounds, and drag, pull and push up to 100 pounds while placing and removing property and evidence onto and from shelves. Will be required to travel out of town to deliver evidence, testify in court and to attend training schools.