



City of Omaha  
Jean Stothert, Mayor

## Human Resources Department

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**Deborah K. Sander**  
Director

Honorable President

and Members of the City Council,


The attached Ordinance provides for changing the name of the Executive Services Administrator to Assistant to the City Prosecutor. A copy of the revised class specification is attached.

The City Attorney requested this revision of the job title as he felt the revised title more adequately described the duties of the classification.

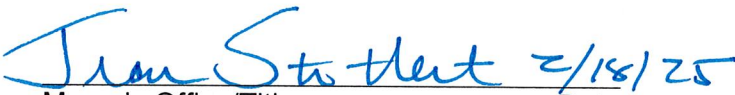
The incumbent in this classification works in the Prosecution Division of the Law Department, reports directly to the City Prosecutor, and oversees all administrative support functions in the Prosecution Division and supervises clerical support staff. This position recently became vacant and will be posted in the near future. The title of Assistant to the City Prosecutor is intended to clarify the nature of the role and attract qualified candidates. Revisions to the aforementioned class specification do not affect the salary level assigned to this position.

The Human Resources Department requests your approval of this amendment. This amendment was submitted and approved by Personnel Board at its January 30, 2025 meeting.

Respectfully submitted,

  
Deborah K. Sander      Date  
Human Resources Director

Referred to City Council for Consideration:

  
Mayor's Office/Title      Date

ORDINANCE NO. 44203

AN ORDINANCE to amend Section 23-177 of the Omaha Municipal Code by changing the title of the employment classification known as Executive Services Administrator to Assistant to the City Prosecutor; to repeal Section 23-177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. That due to the length of the affected Ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined-out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That part AA. Classifications – Administrative and Executive, subpart Office Administration and Management (00) of Section 23-177 of the Omaha Municipal Code is hereby amended by changing the title of the employment classification known as Executive Services Administrator to Assistant to the City Prosecutor as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
4009	<del>Exec. Services Administrator</del> <u>Assistant to the City Prosecutor</u>	(\$50,564.80 to \$76,440.00)

Section 3. That Section 23-177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. That this Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

INTRODUCED BY COUNCILMEMBER



APPROVED BY:

 3-21-2025  
MAYOR OF THE CITY OF OMAHA DATE

PASSED MAR 18 2025 7-0

ATTEST:

 3-21-2025  
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

 2/11/25  
DEPUTY CITY ATTORNEY DATE



## CITY OF OMAHA CLASS SPECIFICATION

### CLASSIFICATION TITLE: ASSISTANT TO THE CITY PROSECUTOR

**BARGAINING UNIT:** AEC

**CODE NUMBER:** 4009

**PAY RANGE CODE:** 4009

**REVISION DATE:** 1/30/2025

### **NATURE OF WORK:**

This is highly responsible and complex administrative support and staff supervision in the Prosecution division of the City of Omaha Law Department.

Work involves responsibility for the performance of complex clerical operations which require the exercise of independent judgment based on knowledge gained through experience. The work involves developing operating policies, systems and procedures, supervising the performance of all administrative support functions; and being responsible for a number of special projects on an ongoing basis. Employees in this class work under the general supervision of the department or division head.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)*

Supervises and trains clerical staff. Assigns, prioritizes, and controls workflow. Participates in or performs hiring, discipline, grievance handling, training, and performance evaluation processes. Coordinates clerical support activities and assists staff in dealing with difficult situations.

Develops office systems and operating policies and procedures and ensures they are operating in an efficient and correct manner. Identifies and implements necessary improvements. Prepares operating procedures manuals for training and for implementation by staff.

Acts as liaison with DOTComm in regard to the development, improvement, and/or implementation of new computer systems and/or equipment. Ensures that staff receives the training and on-going support necessary to effectively use the system.

Gathers, organizes and reports administrative data.

Reviews and monitors budget expenditures and distribution of costs to appropriate accounts. Prepares related administrative reports and financial analyses and makes recommendations.

Performs and/or coordinates administrative and clerical activities, related to purchasing, payroll, recordkeeping, information dissemination, Human Resources processing and recordkeeping, printing, and related functions.

Serves as Secretary to the Division Head. Screens and prioritizes mail; drafts, reviews and proofs letters for supervisor's signature; prepares correspondence for own signature; refers and/or responds to calls/requests in supervisor's absence; prepares special studies or reports for supervisor; assists in handling confidential personnel and other matters; and performs other related secretarial tasks as assigned.

Performs research, edits and writes materials and reports, and provides direct assistance to the division head and professional staff.

Prepares legal documents for review, approval, and use by City Attorneys.

Files legal documents with court clerks.

Reviews and proofreads legal documents for accuracy and adherence to all applicable guidelines.

Maintains and updates state statutes, city ordinances, and legal opinions for guidance to City departments and under the supervision of a City Attorney.

Coordinates the input process for legal files and dockets within the City.

Responds to requests for information from other City departments, court officials, and the public relating to legal processes and/or specific actions by City Attorneys.

Keeps immediate supervisor and designated individuals fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio/visual materials to learn and remain current on the principles, practices, and developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate individuals to maximize the efficiency of interdepartmental operations and activities.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and applications of office management, including modern office procedures, clerical techniques, and the uses of office equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of departmental policies, procedures, and functions.

Knowledge of office bookkeeping, record keeping, and report compilation methods.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize, and supervise the work of a number of administrative and clerical staff.

Ability to prepare clear and concise oral and written reports.

Ability to develop, explain, and implement new operating procedures and revise them to meet the department's needs.

Ability to prioritize goals and assignments and to complete projects with minimal supervision.

Ability to communicate effectively, orally and in writing.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees, representatives of public and private concerns, and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 61 to 75% of the time; to stand and walk from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, or lift up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Four (4) years of experience in professional office work in an office setting, two (2) of which must have been in a supervisory capacity.

Experience in a law office setting preferred.

### **SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of at least sixty-five (65) words per minute with 90% accuracy at the time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job..)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Dictation Equipment
Typewriter	Telephone	Facsimile Machine
Calculator	Printer	Scanner
T.D.D. (Telecommunications Device for the Deaf)		

Previous Revision Date(s): 1/16/14  
12/22/16