

POLICE ADMINISTRATIVE ASSISTANT
GRADE 2-1

Position:

19 hours per week, non-benefited.

Position Purpose:

The purpose of this position is to perform skilled administrative work in supporting the operation; performs all other related work as required.

Supervision:

Supervision Scope: Responsible for various duties requiring a thorough knowledge of departmental operations. Must exercise considerable judgment to independently complete assigned tasks. Possesses the ability to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the general direction of the Chief of Police; only unusual situations or questions are referred to supervisor.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate.

Operates computer, fax machine, copier, and other standard office equipment.

Makes frequent contacts with the general public, other town departments, vendors, and other police departments. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

Has access to department-related confidential information including personnel files and bid documents.

Errors could seriously cause confusion and delay of service, or have financial and/or legal repercussions.

Essential Functions:

(The essential functions or 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 position.)

Provides administrative support to the Police Department.

Prepares the department payroll and completes accurate payroll.

Types correspondence, memoranda, reports, forms and other documents. Maintains all department files and records.

Assists the Chief with data gathering for the department budget and budget preparation. Maintains accurate account of the budget for the Police Department.

Maintains various departmental records. Types and files reports, memos, letters, vouchers and cards. Updates employee personnel files as needed. Types, posts and keeps records of official notices. Schedules appointments for the Chief.

Processes firearms permits.

Manages accounts payable and receivable; prepares detail invoices, tracks past due collections.

Performs functions as follows: answering telephones, updating files, opening and sorting mail, typing and developing forms and correspondence, computer data entry and answering requests for information.

Provides information concerning the department, so that other parts of the agency and the public know how the department can serve them.

Communicates and implements policy and changes as directed.

Establishes rapport with public and others by developing good, cooperative working relationships.

Orders departmental supplies.

Performs similar or related work as required, directed or as situation dictates.

Cjis Rep for Police Department

Processes Motor Vehicle Violations for the RMV

Recommended Minimum Qualifications:

Education and Experience:

High school education with courses in office procedures and business practices; Associate's degree in related field highly desirable; two to three years of progressively responsible office experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices, office equipment and terminology. Knowledge of applicable Massachusetts General Laws. Working knowledge of departmental operations as they relate to other town departments and offices.

Ability: Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies. Ability to maintain accurate records, such as payroll and billing. Ability to handle multiple tasks efficiently.

Skill: Superior administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Proficiency in MS Word and Excel; Excellent customer service skills. Excellent written and oral communication skills as well as organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

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

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, building plans weighing up to 30 pounds, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.