

ADMINISTRATIVE ASSISTANT
(POLICE DEPARTMENT)

Position Purpose:

The purpose of this position is to perform very responsible administrative, bookkeeping, and secretarial work providing supportive services to the Chief of Police and the Police Department; all other related work as required. The Administrative Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the general direction of the Chief of Police following department rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

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

Operates a computer, printer, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with other town departments, attorneys, insurance company representatives, vendors, court personnel, other police departments, and local/state/federal government organizations; makes infrequent contacts with the general public. Contacts are in person, in writing, and by telephone and involve an information exchange dialogue.

Has access to a wide variety of highly sensitive department-related confidential information such as personnel records, bid proposals, negotiating positions, personal information about citizens, criminal histories, and ongoing criminal investigations, requiring the application of a sophisticated level of judgment, discretion and professional protocols.

Errors could result in delay, reduced levels of service, poor public relations, and have significant 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.)

Maintains case folders and other records; makes copies, files, performs data entry, notarizes documents, assigns pictures, transcribes, notifies appropriate personnel, proofreads, and provides information to insurance companies, prosecutors, and defense attorneys.

Prepares payroll; separates sheets, compiles hours, logs comp. time, completes sheets, and makes notations of sick, vacation, PTO, and holiday time taken.

Performs a variety of secretarial and administrative duties to support all departmental functions including typing/composing correspondence, taking notes, proof reading, forwarding calls/taking messages, filing, and maintaining a variety of records. Receives and distributes mail; mails out all department correspondence.

Oversees uniform and gear orders and maintains accounts. Orders and maintains inventory of office supplies.

Exports accident reports for South Berwick and Berwick to the State.

Processes concealed weapons permits; mails requests for criminal history check; completes permit; contacts applicants; laminates; enters data into computer system.

Processes department bills; assigns invoice to proper budgeted area; checks all charges; backtracks billing problems; investigates overbilling; compiles all charge slips by officers for detail work.

Processes parking tickets; enters data; enters payment; files; sends request letters to public for non-payment; notifies officers of delinquent offenders.

Prepares statistics for Uniform Crime Reporting; compiles data; corrects entries; updates entries; completes sheets.

Assists dispatch during emergency situations when necessary.

Regular attendance and punctuality at the workplace is required.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; college-level coursework/Associate's degree helpful; three years progressively responsible experience in secretarial, bookkeeping or administrative work; or any equivalent combination of education and experience.

Special Requirements:

Notary Public status preferred.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, machines, and record keeping principles. Working knowledge of bookkeeping and financial record keeping. Familiarity with municipal government and police department operations helpful.

Ability: Ability to maintain detailed and accurate records. Ability to carry out work assignments with some independence. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, and databases.

Skill: Good customer service skills. Skill in maintaining the confidentiality of department records. Skill in all of the above mentioned equipment and machines. Dispatching skills.

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. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed for extended periods of time. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)