



Job Title	Police Administrative Assistant
Department	Police
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for administrative and executive level clerical assistance in the Police Department, performing a variety of functions including customer service, data entry, and maintaining police records.

Supervision

Received	Records Access Officer
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Performs clerical tasks for the department; prepares correspondence, enters data, files documents, processes department mail, maintains calendars, and prepares reports, etc..
- Assists in the preparation of the budget development for the department and monitors all revenue and expenditures, including reimbursements for grants and gift accounts.
- Manages all human resource functions for the department including pay adjustments and benefits in accordance with the collective bargaining agreements.
- Tracks and adjusts all pay and overtime worked by each employee.
- Calculates retro pay, as needed.
- Assists in the preparation and correspondence for the new hire selection process.
- Prepares deposit of fees collected from Alcohol Servers and Solicitors Identification Cards applicant.
- Prepares deposits for License to Carry and Firearms Identification applicants and processes payments to the State.
- Maintains a detailed report for all License to Carry applicants to reconcile quarterly report from the State.
- Prepares and maintain all documents for the Law Enforcement Trust Fund deposits and transfers on property and evidence.
- Completes and files the annual application process for participation in Police Career Pay Incentive Program.
- Processes all departmental requisitions.

- Maintains all records of fleet and vehicle maintenance.
- Compiles data and prepares reports for various grant agencies.
- Ensures all employees complete and maintain certifications for emergency medical technician, when applicable.
- Collects payments and invoice requests for the department.
- Coordinates travel and training for the department.
- Maintains all records in a concise and comprehensive filing system.
- Handles confidential documents and maintains strict confidentiality.
- Submits required reports to the State for training and monthly reports.
- Registers, verifies and updates registered sex offenders; updates sex offender registry information into Tri-Tech and reports it to the State.
- Handles the weekly accounts payable and receivable detail billing.
- Updates and submits the false alarm billing each month.
- Responds to all requests for information on records.
- Inputs all citations into the Town's E-Citation program.
- Generates and distributes related internal reports, utilizing the specialized database software.
- Assists the Administrative Lieutenants and Chief of Police with daily administrative tasks.
- Prepares crime and crash analysis reports.
- Prepares documents for Court prosecution.
- Manages and audits all records for State and Federal reporting.
- Coordinates the review and updating of department rules and regulations, general orders, special orders, standing operating procedures, manuals, and other documents, as needed.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

A high school diploma (or equivalent) is required, including 2 years of experience in business administration or public safety; or any equivalent combination of training and experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Laws and procedures related to public safety. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Type and enter data with speed and accuracy. • Maintain a high level of confidentiality and use discretion with dealing with sensitive issues. • Understand and follow complex oral and written instructions.

	• Effectively communicate orally and in writing and exercise diplomacy in contentious situations. • Perform basic math and accounting functions. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Maintaining a complex filing system, including sensitive information requiring confidentiality and discretion. • Exercising good judgement, initiative, and resourcefulness in dealing with the public. • Oral and written communications. • Troubleshooting and problem solving.

Necessary Special Requirements

None

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to balance, kneel, bend, or stoop.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer