

TOWN OF EGREMONT

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

Non-exempt

Position Purpose:

To perform highly responsible and confidential secretarial duties for the Chief of Police; and to perform various administrative tasks in the management of the Chief of Police's office and department.

Supervision Received and Exercised:

Works under the direction of the Chief of Police.

This is a non-supervisory position.

Job Environment:

Work is performed under typical office conditions; work environment is moderately quiet with background noise of radio and telephone, and occasionally has to deal with citizens. Employee must also drive on occasion to deliver documents and attend training and schooling.

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 or if the Chief of Police deems them necessary for the efficient and effective operation of the police department.)

- Types, records, and files a variety of materials such as reports, forms, memoranda, correspondence, from handwritten copy, rough draft or general instructions;
- Occasionally answers the telephone; referring unusual situations to the Chief of Police;
- Assist in preparing reports and correspondence for the Community Policing programs;
- Revise and update forms for use as templates;
- Prepares correspondence for Recruit Selection Process;
- Coordinate and assist with the department's training program;
- Coordinates, compiles information and updates the department's WEB site;
- Maintains departmental records, files, and copies;
- Orders supplies and processes purchase orders;

- Performs data entry work;
- Prepares, calculates and reconciles invoices, vouchers, receipts and statements;
- Performs word processing and compiles statistics and various reports;
- Prepares General Order, Personnel Order, Special Orders, Memorandums, Legal Bulletins, and maintains updated indexes; as required for Massachusetts Accreditation;
- Processes applications for Firearm/Pistol permits;
- Inputs data into Police Database such as: alarm information, motor vehicle citations, parking tickets, police expenses, sick time, vacation time, etc.;
- Handle requests for accident and police reports — makes copies and collects fees as appropriate;
- Assists the Chief of Police in preparing payroll, details, grants, budget reports and other correspondence;
- Responsible for updating special lists such as: Missing and Exploited Children, US Identification Manual, E-911 list, etc.;
- Attends meetings and seminars as required.

Other Functions:

Performs similar or related work as required, directed or as situation dictates for the efficient and effective operations of the department.

Minimum Required Qualifications:

Education, Training and Experience:

- Must have a High School Diploma or GED – college education preferred;
- Must possess working competency in Microsoft Word and Microsoft Excel;
- Must be proficient in typing and transcription;
- Must possess exceptional verbal and communication skills;
- Must possess strong usage of grammar, spelling and punctuation;
- 3 years of full-time responsible clerical or secretarial experience preferred.

Knowledge, Ability and Skill:

Knowledge:

- Thorough knowledge of office procedures, practices and terminology;
- Complete knowledge of word and excel processing, database systems and how to use a personal computer or other office equipment;
- Thorough knowledge of business English, spelling, and arithmetic;
- A general knowledge of police departments and its operations is helpful;
- Familiarity with pertinent state and local laws relating to departmental operations preferred.

Ability:

- Ability to organize time, work independently and accomplish tasks despite interruptions;
- Ability to maintain detailed statistics and other records;
- Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow;
- Ability to communicate effectively with coworkers, other employees, officials, and other agencies;
- Ability to maintain confidential information.

Skill:

- Good administrative and secretarial skills;
- Expertise and skill in utilizing personal computers, word processing, database, and spreadsheet applications;
- Excellent verbal and written communication skills;
- Sensitivity to public and confidential communications.

Errors and Omissions:

Errors in judgment or omissions could result in delay of services and rework.

Physical and Mental Requirements:

The work is primarily of an administrative nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit and talk or listen; frequently required to use their hands and fingers for computer and paper work; occasionally required to walk, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. This position requires the ability to operate a keyboard at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(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.)