

Police Department Administrative Assistant /Assistant to the Deputy Clerk
Position:

- Be responsible for the proper clerical administration of the Police Department under the direction and control of the Chief of Police as well act as the Assistant Deputy Town Clerk in the absence of the Deputy Clerk.
- Knowledge of digitizing records.
- Perform all general office duties as assigned, including typing, filing, bookkeeping, computer records, word processing, telephone operation, messages, mail handling, correspondence, and other official daily business.
- Enter and process reports, incidents, citations, arrests, accidents; gather and query data to prepare Uniform Code Reports; verify accuracy and completeness; maintain case folder and file documents accordingly; enter data to computer system to create and update police records; assign case numbers to incidents, enter face sheet data, insert data prepared by officer, print and create report files. citations and written warning into database and distribute to officer and/or manually file reports.
- Respond to incoming calls and inquiries; identify whom the person needs/desires to see or identify what the need/problem is and determine who best can address that need/problem. Direct any emergency calls to 911.
- Prepare case reviews and Discovery for District Attorney's office: prepare accident reports for insurance companies: process alarm billing, parking tickets: maintain file of warning notices, Protection from Abuse orders, Letters of Trespass. Rental Properties. House Checks and generate press release files.
- Provide information to members of the public and various agencies to include copies of files. reports and other department data: research files, locate information, make copies. and transmit by fax, email. post or other means.
- Process mail to include warrants, hearing notices and parking tickets: record data into computer, onto calendar as needed and distribute; attend to communication regarding changes to hearing schedules and follow up.
- Provide related administrative support tasks: may perform one or more of the following:
 - a.** performs daily filing;
 - b.** prepares arrest file folders;
 - c.** prepares weekly deposits:
 - d.** update files:
 - e.** develops forms:
 - f.** update patrol board:
 - g.** organizes files:
 - h.** inventory' supplies:
 - i.** provides department support for computers and software: clean computer files and assist staff with computer related questions: research new applications and provide purchasing information.

JOB SPECIFICATIONS:

*indicates developed after employment

Position reports to the Chief of Police and requires the successful completion of a background investigation and drug screening tests as may be required as a condition of continued employment. Consent to submit to a polygraph examination is required as a condition of continued employment.

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school diploma, or the equivalent, and an associate's business degree. or coursework in a related area and at least five years of administrative office experience.

Certifications are required to be completed after hire in Uniform Crime Reporting (UCR). the FEMA incident command system and the National Incident Management System (NIMSICS 100).

Knowledge:

- Thorough knowledge of administrative office practices and procedures.
- Thorough knowledge of department policies and procedures.
- Thorough knowledge of English word usage, spelling, and punctuation.
- Thorough knowledge of computer software applications, e.g. database. spreadsheet. graphics and word processing.
- Thorough knowledge of public relations. *

Abilities:

- Ability to demonstrate strong helping skills when dealing with the public, including the ability to listen and diffuse tense situations.
- Ability to demonstrate strong problem-solving skills in a variety of situations to include office management and public relations.
- Ability to communicate clearly and effectively on a broad spectrum of administrative and projects and concerns.
- Ability to develop effective relationships with officers, law and court agencies, residents, and office staff.
- Ability to sit and operate a keyboard for extended periods of time.
- Ability to establish and maintain record keeping systems.
- Ability to prepare and maintain accurate records.
- Ability to follow confidentiality policy and procedures.
- Ability to demonstrate tact and patience when responding to angry or upset people. and to act quickly and calmly in an emergency.

Working Conditions: Work is performed in close office environment with others and involves frequent interruptions.