

Department: Police

Job Title: Police Department Administrative Assistant

Immediate

Supervisor: Chief of Police

Revision Date: 5/30/19

Primary Function:

Under the supervision of the Chief of Police or his designee, the incumbent performs a wide and varied range of administrative and clerical functions to support the Police Department and its staff and is familiar with all phases of the Police Department. The incumbent must have the ability to take initiative and work in an unsupervised environment when needed and make decisions regarding prioritization of work responsibilities. The work requires the incumbent to exercise mature judgement and discretion as well as the application of knowledge of the Police Department, its operational procedures and limitations in meeting a wide range of problems involving continual public and interdepartmental relations in furnishing information and receiving complaints. All work is subject to the close supervision and review for both content and accuracy.

Work Performed:

1. Processes criminal complaints for the Patrol and Special Units before sending them to District Court. This includes entering all the charges and creating the Arrest Report into the Report Management System (RMS).
2. Processes all juvenile complaints by entering charges and creating arrest reports in the RMS.
3. Transcribes recorded statements and confessions for the patrol officers and Special Unit.
4. Prepares cases for Pre-Trial by keeping track of preliminary hearing results from District Court and coordinates with the officers to make sure the paperwork is completed in a timely manner. The pre-trial packets are scanned and emailed to the District Attorney's Office.
5. Processes Crime Lab Reports by downloading the report, and enters the information into the RMS, and files paperwork into the case file.
6. Maintains all juvenile records including criminal arrests and citations.

7. Checks on trial postponements and communicates with officers.
8. Maintains arrest files in file room. Checks open files against court docket and electronically scans old arrest files to make room in file room for new files.
9. Helps maintain the accuracy of the electronic files in the RMS system.
10. Handles the “Search for Current Whereabouts” process by maintaining a data base of when these searches are due and notifies the officers.
11. Processes all reportable and non-reportable crashes by maintaining a log of crashes to assure that they are completed correctly. The information is in both the Tracs data base and our RMS, reports are then uploaded electronically to Penn DOT.
12. Processes all of the Soliciting Permit applications, issues the permits, and maintains the “Do Not Solicit List”.
13. Handles the business and residential alarms in the Township by processing and issuing permits and keeping track of false alarms, and invoicing alarm holders that exceed the minimum number of false alarm calls.
14. Schedules child safety seat appointments and coordinates with the officers installing the seats.
15. Prepares monthly reports for the Special Unit.
16. Reads daily RMS reports and distributes reports to other departments and creates E-Gov requests as needed.
17. Composes correspondences, inter-office forms and related paperwork in accordance with standard policies and procedures.
18. Reviews RMS reports, forms, and documents for accuracy and completeness.
19. Assists Chief’s Secretary with payroll.
20. Cross-trained for Chief’s secretary’s duties.
21. Puts together information which may include booklets, pencils, etc. to give to children who tour the police department or for officers who give presentations at functions.

22. Works independently and with diplomacy and tact in meeting the public and in performing receptionist duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or request, and furnishing other information.
23. Establishes and maintains effective working relationships with other employees and the public.
24. Makes decisions on minor administrative matters.
25. Performs other administrative and/or clerical duties as required, such as proof reading reports, doing PSP criminal records checks through the Pennsylvania State Police PATCH site, and helping with requests from officers for assistance in clerical matters.

Required Training, Experience and Skills:

1. Graduation from high school and 5 years' experience administrative assistant / clerical or any equivalent combination of education and experience, which demonstrates effective communication skills, computer fluency, accurate record keeping and a strong commitment to public service.
2. Thorough knowledge of modern office practices and procedures, and thorough knowledge of grammar, spelling and punctuation.
3. Ability to use Microsoft Office Suite and be proficient in Word, Excel, Outlook and Power Point and to develop working knowledge of a Records Management System (RMS).
4. Possess exceptional interpersonal skills and project a professional appearance and demeanor with the public.
5. Ability to exercise good customer service skills and tact when dealing with the public in person and by telephone.
6. Ability to maintain high level of confidentiality in work assignments.
7. Ability to make minor decisions in accordance with established procedures and departmental policies.
8. Ability to establish and maintain effective working relationships with other employees and the public.

9. Ability to operate standard office equipment and perform clerical operations rapidly, accurately and independently.
10. Ability to make simple arithmetic computations, tabulations and name and number comparisons.
11. Ability to maintain complex clerical records and files and to prepare reports from records and files.
12. Ability to pass a comprehensive background investigation in order to be vetted to work in the police department environment containing confidential records and information.

Physical Demands / Essential Functions:

1. Operate a variety of standard office equipment, including a computer and other electronic equipment that requires continuous and repetitive eye, arm, hand and finger movement and dexterity.
2. Regularly required to sit at a desk and in meetings for sustained periods of time maintaining concentration and attention to detail.
3. Tasks may occasionally entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting objects weighing up to 25 pounds.
4. Regularly required to talk or hear, in person, in meetings and by telephone.
5. This position has exposure to stressful situations as a result of human behavior.
6. Work is often performed under deadlines and time constraints.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Incumbent \_\_\_\_\_ Date \_\_\_\_\_