

**Position Purpose:**

Performs a range of professional administrative, technical, and clerical functions to support the office of the Chief of Police and the department. Performs all other related work as required.

**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.)*

- Coordinates personnel and payroll issues with appropriate department. Maintains and processes all salary, overtime and attendance information with town's procedures, contractual and statutory obligations.
- Reconciles all budgetary accounts.
- Manages payroll of police, dispatch, and animal control.
- Processes all payments of bills for police, dispatch, and animal control officer. Monitors all budgets.
- Processes all firearms for the town and maintains detailed records.
- Conducts administrative fingerprinting for firearms, employment, and other required administrative submissions.
- Maintains daily departmental scheduling, processes vacations and other shift adjustments.
- Coordinates paperwork for varied grants.
- Assists officers when required, with handling of females and children.
- Maintains department's records, court time, incident reports, police log, state reports, accident reports and injured on duty reports.
- Ensures compliance with police contracts and maintains knowledge of two contracts plus the personnel by-law and handbook.
- Provides public records to general public and all local, state, and federal agencies, and provides reports to private insurance entities and law firms for civil process.
- Serves in the capacity of keeper of records. Attends courts when subpoenaed.
- Maintains supplies and prepares requisitions, purchase orders and other agreements.
- Assists the Chief with the annual budgetary process. Maintains records related to the Department's budget. Updates and compiles budget details, accounts, and summaries; monitors expenditures and balances within accounts; prepares monthly, annual, and quarterly reports as required. Reconciles accounts against reports provided by Finance.
- Exercises responsibility for the maintenance, either manually or by computer, of important departmental records requiring the careful recording, classification, and compilation of information; posts and records information; maintains all personnel files.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Associate's Degree in business, secretarial science, or related field. Minimum, three years' experience in office administration and/or personnel administration work; or an equivalent combination of education, and experience. Notary Public and Firearms Certifications.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of office procedures, computer programs and equipment, accounting, and department payroll. Knowledge of technology including office software. Knowledge of firearms laws. Familiarity with pertinent state and local laws relating to departmental operations.

*Ability:* Ability to plan and prioritize work and perform multiple tasks; work independently and be self-motivated. Ability to maintain highly confidential information. Ability to communicate effectively both written and verbally. Ability to establish and maintain excel spreadsheets. Ability to deal effectively and tactfully with the public.

*Skill:* Proficient skill in computers and appropriate software applications including Microsoft Office, IMC, and MIRCS. Aptitude for numbers and details. Excellent organizational and office management 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.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs a variety of responsible duties of an administrative and technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

*Supervision Received:* Work is performed under the supervision of the Chief of Police.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy, and subject to routine interruptions.
- Operates computer, fingerprint scanner, calculator, copier, facsimile machine, and other standard office equipment.
- Makes frequent contacts with the general public, other town departments and officials, outside agencies and other governmental organizations and police agencies. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine issues.
- Has access to confidential and sensitive departmental information that may include employee personnel files, confidential reports that pertain to civil or criminal situations along with firearm applications. This information requires the application of appropriate judgment, discretion, and professional office protocols.
- Errors could result in legal and/or financial repercussions.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***