



Jamestown Police Department

JOB DESCRIPTION: Administrative Assistant

Job Title: Administrative Assistant	Type of Position: Part-time, Non-Sworn
Unit/Division: Administrative Division	Reports to: Chief of Police

GENERAL DESCRIPTION

The employee in this position performs a variety of confidential secretarial, administrative, and receptionist duties for the Police Department under the general supervision of the Police Chief.

DUTIES AND RESPONSIBILITIES

1. Perform secretarial duties including typing, filing, mail, computerized database and spreadsheet operations, and confidential record keeping for the Police Chief.
2. Perform receptionist duties, handle telephone calls, and correspondence for the Police Chief.
3. Arrange and maintain an appointment schedule for the Police Chief.
4. Receive, maintain, and prepare incoming bills for payment.
5. Prepare and maintain outgoing bills for details, alarm permits, and any other resource as necessary.
6. Receive all fees and submit a monthly report of accounts receivable to the Finance Department.
7. Prepare bi-weekly police payroll for submission to the Finance Department.
8. Research and file news articles from a variety of sources, which may be of interest and value to the Police Department.
9. Prepare and maintain a current directory of all sworn and civilian personnel to include emergency personal data.
10. Maintain files and indexes for the Department's State Accreditation; type policies and correspondence for the Department's Accreditation Manager.
11. Assist in preparing periodic status reports for the Town Administrator.
12. Receive and prepare BCI requests for the Chief's signature and maintain all file copies.

13. Revise and update Departmental forms for use as templates.
14. Assist with the Departmental recruitment process.
15. Performs other such duties as may be assigned and as are consistent with this position.

JOB REQUIREMENTS

1. Minimum High School Diploma. College degree or specialized training preferred.
2. Minimum five (5) years secretarial experience
3. Proficiency in Microsoft Office software (Word, Excel, etc.) and general computer skills.
4. Must possess exceptional verbal and written communication skills.
5. Must possess exceptional organizational skills.
6. Must be able to work in a confidential work environment.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS

1. The work environment is typically within an office setting.
2. The work conditions (light, noise level, temperature, etc.) are typical of an office setting.
3. The employee may occasionally lift and/or move objects up to fifteen (15) pounds. Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the telephone.