



Jamestown Police Department

JOB DESCRIPTION: Administrative and Harbor Clerk

Job Title: Administrative and Harbor Clerk	Type of Position: Full-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, Harbormaster, and the Harbor Commission.
2. Attends and clerks Harbor Commission meetings.
3. Perform receptionist duties, handle telephone calls, and correspondence for the Police Chief and Harbor Department.
4. Record mooring permit fees, rental fees and fines in appropriate database and issue receipts.
5. Make additions and corrections and update data in the mooring permit software.
6. Arrange and maintain an appointment schedule for the Police Chief.
7. Sort incoming mail and classify correspondence for action for the Police and Harbor Departments.
8. Receive, maintain, and prepare incoming bills for payment.
9. Prepare and maintain outgoing bills for details, alarm permits, and any other resource as necessary.
10. Receive all fees and submit a monthly report of accounts receivable to the Finance Department.
11. Prepare bi-weekly police payroll for submission to the Finance Department.
12. Research and file news articles from a variety of sources, which may be of interest and value to the Police Department.

13. Prepare and maintain a current directory of all sworn and civilian personnel to include emergency personal data.
14. Assist in preparing periodic status reports for the Town Administrator.
15. Receive and prepare BCI requests for the Chief's signature and maintain all file copies.
16. Revise and update Departmental forms for use as templates.
17. Assist with the Departmental recruitment process.
18. Performs other such duties as may be assigned and as are consistent with this position.

JOB REQUIREMENTS

1. Associate Degree or Paralegal Certification preferred.
2. Minimum five (5) years administrative experience preferred.
3. Proficiency in Microsoft Office software (Word, Excel, etc.), general computer skills, and modern office practices and procedures.
4. Must possess exceptional verbal and written communication skills, and the ability to deal with the public in a courteous and efficient manner.
5. Must possess knowledge of business English, spelling and arithmetic computations, and have the ability to proofread and correct reports, letters, and other documents.
6. Must have the ability to learn clerical tasks readily and understand and follow oral and written instructions.
7. Must possess exceptional organizational skills.
8. 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.