

HILLTOWN TOWNSHIP POLICE DEPARTMENT

Work Conditions – Administrative Assistant (Police Department)

Work conditions vary by assignment.

The majority of an Administrative Assistant's tasks are performed indoors in a secure office environment or in an otherwise controlled setting during established business hours with additional hours as deemed necessary.

An Administrative Assistant is expected at times to perform the lifting, pushing, pulling or carrying of light to moderate loads.

An Administrative Assistant requires the ability to safely, legally and physically operate a motor vehicle.

An Administrative Assistant requires the ability to sit for extended periods of time.

An Administrative Assistant requires the ability to listen and hear clearly.

An Administrative Assistant requires the ability to see or perceive clearly and acutely.

An Administrative Assistant requires physical flexibility and coordination to stoop, crouch, twist, bend or climb stairs or step ladders to perform filing and other similar physical tasks.

An Administrative Assistant requires fine motor skills, dexterity and coordination to safely and efficiently utilize and operate keyboards, computers, telephones, communication radios, motor vehicles and other similar equipment in order to enter data, prepare reports and letters and otherwise communicate effectively.

An Administrative Assistant must possess the mental ability, alertness and keenness to process information.

An Administrative Assistant must perform work of moderate complexity and of high importance and be disciplined in the process of critical thinking.

Therefore, an Administrative Assistant must maintain the physical and mental state of fitness to perform under these work conditions.