

## **HILLTOWN TOWNSHIP POLICE DEPARTMENT**

### **JOB DESCRIPTION – Administrative Assistant (Police Department)**

(Duties, Responsibilities and Tasks)

**Immediate Supervisor:** Chief of Police

**Immediate Subordinate:** N/A

The Administrative Assistant shall work under the supervision and direction of the Chief of Police.

The Administrative Assistant shall perform general office, secretarial, data entry and clerical duties.

The Administrative Assistant shall be capable of preparing monthly statistical reports, Uniform Crime Reporting System (UCR) reports or National Incident-Based Crime Reporting System (NIBRS) reports, and PLEAC Accreditation related tasks as assigned by the Chief of Police.

The Administrative Assistant shall be capable of preparing and/or managing payroll, court scheduling and disposition, traffic cases, criminal cases, false alarms, crash reporting, soliciting permits, record expungements and other related tasks.

The Administrative Assistant shall have excellent communication and organizational skills.

The Administrative Assistant shall be the first point of contact with the public and must be able to effectively communicate in person and by telephone and must direct all calls to the appropriate personnel.

The Administrative Assistant shall treat all people with dignity and respect and have the ability to calmly, effectively, compassionately and professionally deal with highly emotional, angry and aggressive people in order to portray a positive public image and deescalate a situation.

The Administrative Assistant shall maintain a professional office decorum.

The Administrative Assistant shall have a good working knowledge of computers and related programs and technology, i.e., Word, Excel, PowerPoint, records management system (RMS) software, photo ID card software, multi-line telephone system, two-way radio, etc., or the ability to quickly learn such programs or use such equipment.

The Administrative Assistant shall complete all assignments, including special assignments and projects, diligently, professionally and in a timely fashion to the best of their ability.

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The Administrative Assistant shall maintain confidentiality of all sensitive information and function as the confidential assistant to the Chief of Police.

The Administrative Assistant shall be responsible for the proper care and maintenance of all Township and Departmental equipment under their control.

The Administrative Assistant shall be capable of performing their duties under adverse and stressful conditions and circumstances.

The Administrative Assistant shall follow and adhere to all applicable Department orders, rules, regulations, policies, procedures, directives and general practices as adopted or otherwise authorized by the Department and provisions of Hilltown Township's Personnel Manual.

The Administrative Assistant shall be dedicated to achieving the goals and objectives of the Department's mission.

The Administrative Assistant shall be capable of prioritizing responsibilities and the ability to be self-sufficient requiring little to no immediate supervision and direction, particularly for routine daily work.

The Administrative Assistant shall closely monitor the activity of prisoners via closed circuit television when necessary and report any unusual activity or behavior to a Police Officer immediately.

The Administrative Assistant shall report to work in a timely fashion and not be focused on non-work-related matters.

The Administrative Assistant shall report any perceived concerns or impropriety without delay to the Chief of Police.

The Administrative Assistant shall be willing and capable of working cooperatively and in coordination with co-workers, Township staff, court personnel, professional peers, business owners, media and the general public to accomplish the mission, goals and objectives of the Department.

The Administrative Assistant's personal conduct and behavior, in both their personal and professional life, shall represent a high moral standard in order not to bring disrepute to the Department or otherwise put at risk the public's trust and confidence in the Department.

The Administrative Assistant (females) shall serve in the secondary capacity as a Police Matron when necessary and if properly trained while under the direct supervision of a Police Officer. (See Job Description for Police Matron).