



Job Title: Administrative Assistant
Department: Police

FLSA Designation: Non-Exempt
Pay Classification: 12

JOB SUMMARY

This position provides administrative and customer service support for Police Department operations.

DUTIES AND RESPONSIBILITIES – majority of duties, but not meant to be all-inclusive or prevent other duties from being assigned as necessary.

- Monitors officers in the field via two-way radio.
- Prioritizes requests for assistance, dispatches Police Officers to a variety of emergency and non-emergency situations.
- Prepares court packets in accordance with court rules; maintains video library and copies videos in compliance with the rules of discovery; prepares subpoenas and inquests to obtain records.
- Answers telephone; routes calls; takes messages; provides information and assistance.
- Maintains computerized records to ensure accurate payments and to monitor spending.
- Maintains electronic and paper files; manages case files in accordance with statutes; enters all complaints and citations.
- Manages the office calendar.
- Schedules staff training and maintains training records.
- Orders uniforms and maintains related records.
- Performs monthly audits of National Crime Information Center entries.
- Notarizes documents.
- Records payments received and issues receipts; reconciles accounts; manages petty cash.
- Researches online databases, statutes and law dictionaries to aid in the preparation of documents; uses internet databases to submit, retrieve or correct information.
- Prepares and reviews department payroll.
- Prepares and analyzes statistics to aid in budget preparation.
- Prepares grant applications and completes related reports as assigned by the Chief.
- Maintains office supplies.
- Performs related duties.
- Maintains Terminal Agency Coordinator (TAC) qualifications and fulfills TAC Duties under the guidance of VCIC/CJIS.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of generally accepted accounting principles.
- Knowledge of department and town policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the use of a two-way radio.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

PHYSICAL DEMANDS/ WORK ENVIRONMENT – that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- The work is typically performed while sitting or standing at a desk or table. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position reports to the Chief of Police.
- This position does not have supervisory or management responsibilities.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency associated with completion of specialized training in the field of work, in addition to basic skills associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- This position is subject to a rigorous background check, including a Fingerprint-Based records check.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy, Town Manager
Effective: February 2024