

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** Administrative Assistant - Police

**Department:** Police

**Appointing Authority:** Town Administrator

**Affiliation:** Non-Union

**Grade:** N-3

**Personnel Board Approved:** 9/10/98

**Personnel Board Revised:** 7/1/09

### **Summary of Duties**

Performs routine to complex administrative support, clerical, secretarial and record keeping work related to the function of the Office of the Police Chief and the operation of the Police Department; all other related work as required.

### **Supervision Received**

Works under the general direction of the Police Chief and in accordance with applicable Massachusetts General Laws and departmental rules, regulations and policies; requires ability to plan and perform operations; independently completes assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions requiring a thorough knowledge of bookkeeping and police operations; exercises judgment and initiative, particularly in situations not clearly defined by precedent or established procedures; refers more difficult questions to supervisor.

### **Supervision Exercised**

None

### **Job Environment**

Work is performed under busy office conditions with a high amount of interruptions during the day from the general public and staff members; frequently may be required to work outside of normal hours, to accommodate workflow fluctuations.

Operates computers, typewriters, copier, facsimile machine, telephone and other office equipment.

Makes frequent contacts with the general public, other Town departments and State and Federal officials; communication is equally split between telephone, personal discussion and written correspondence.

Errors could result in serious delays and confusion in processing and/or recording important information with legal repercussions. Errors could also result in poor employee and public relations

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Is responsible for the efficient operation of the office through the performance of various administrative and secretarial functions; serves as confidential secretary to the Police Chief.

Acts as liaison with the public, answers questions, takes-in and processes correspondence; prepares departmental correspondence via dictation and transcription.

Prepares payroll information for the Police Department and Joint Communication Center; maintains employee personnel files and attendance.

Prepares accounts payable for the Police Department, Auxiliary Police and Joint Communication Center and balances the budgets with the Accounting Department. Coordinates all departmental expenditures, tracking purchases and accounts; and assists and is actively involved in the annual budget preparation; reviews monthly computer printouts to ensure expenditures are consistent with appropriations.

Maintains and coordinates records for all administrative, criminal and arrest files.

Creates and bills vendors and private companies for outside police details worked and balances accounts with the Town Treasurer.

Coordinates the dissemination of police criminal and accident reports for the public, insurance companies, attorneys, etc.

Attends departmental meetings, records and types minutes.

Performs similar or related work as directed, required, or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education:**

High School diploma supplemented by courses in office procedures, typing, computers and undergraduate courses in business administration or related field.

### **Experience:**

Over three (3) years of progressive clerical and administrative experience; experience in dealing with the public preferred.

### **Substitutions:**

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

### **Licenses/Certificates:**

None

### **Knowledge, Abilities and Skills:**

General knowledge of a departments operations and functions.

Knowledge of standard office practices, procedures and equipment.

Knowledge of standard account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

**Physical Requirements**

Minimal physical effort required in performing duties under typical office conditions; moderate physical effort required when overseeing programs. Ability to operate a keyboard at efficient speed. Vision and hearing at or correctable to normal ranges. Ability to sit, stand and walk. May be required to stand for long periods of time when assisting the public. May be required to carry or lift materials weighing up to 30 pounds.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*