

Town of Tilton

Job Description: Administrative Assistance, Full Time, Hourly, Non-Exempt

May 7, 2014

POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT

JOB SUMMARY

The Police Administrative Assistant performs a wide range of general office duties involving a variety of clerical procedures to include but not limited to preparing correspondence, typing, copying, faxing, mail distribution, etc.

SUPERVISION RECEIVED

Reports directly to the Chief of Police and functions under the general supervision of the Captain.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive and execute verbal or written directions
- Translate, type or enter into RMS (records management software) sometimes, sensitive or confidential material related to criminal or internal investigations
- Receive, sort and respond to correspondence, which is sometimes is confidential or sensitive in nature
- Has access to highly confidential employee records and information; required to maintain confidentiality of those records and information
- Has working knowledge of Human Resources Records Management and works closely with Human Resources Officer
- Assist with budget preparation
- Assist with or prepare weekly payroll reports
- Prepare statistical or data reports
- Type moderately difficult material, which may require the exercise of judgment in processing information within specified format
- Prepare routine correspondence within specified format and reimbursement requests
- Check words for accuracy, including spelling, punctuation, and grammar
- Perform general office receptionist duties

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- Answer incoming phone calls, provide routine information of a non-technical nature or technical information if qualified within a specialty, or properly route calls for appropriate resolution
- Sort and file items within a filing system, arranging alphabetically, numerically, or chronologically
- Duplicate requested information, then sort, collate and/or assemble processed information into resource references
- Operate computer terminal
- Prepare accounts payable for review and approval by Chief or Captain; post to accounts
- Prepare accounts receivable (special detail), process bills, troubles shoot problems and post to accounts
- Issue permits and collect money in payment of various fees; issue receipt for payment
- Prepare cash receipts for deposit; post to accounts

PERIPHERAL DUTIES

- Answer telephone, greet visitors, fulfill requests for information, direct telephone and personal callers to proper office
- Furnish information of a non-technical, non-policy making nature concerning departmental procedures, rules, and regulation
- Receive, sort, open, date, stamp and distribute incoming mail; prepare and route outgoing mail
- Prepare and send out notices, bills, and similar forms according to schedule
- Contact vendors concerning bids
- Check time sheets for proper completion, total number of hours, etc.;
- Minor service on copier on occasion
- Perform related tasks as necessary

KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of office practices and procedures and business English, spelling, grammar, punctuation, and commercial arithmetic
- Working knowledge of the operation and care of office machines
- Ability to type extremely accurately at a working rate of speed
- Ability to maintain and develop systems of clerical records, and to prepare reports from such records
- Ability to answer moderately difficult questions from the public regarding rules and procedures
- Ability to write legible and to understand oral and written instructions

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- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; typing skills – 30- 60 wpm desirable
- Some skill in the operation of the listed tools and equipment; ability to handle multi-tasks
- Ability to effectively meet and deal with the public; ability to communicate effectively both verbally and in writing; ability to handle stressful situations

SPECIAL REQUIREMENTS

No felony convictions

TOOLS AND EQUIPMENT USED

Communications Phone Systems, including CODY, RMS and CAD, personal computers; lap-top computers; copy machine; fax machine; postage meter; police radio system; other specialized equipment, not limited to the above

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is often required to walk. The employee is frequently required to use hands to finger, handle, or feels objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Work is occasionally performed in stressful situations.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- The noise level in the work environment ranges from quiet to moderately noisy.

SELECTION GUIDELINES

- Formal application. Rating of education and experience; oral interview and reference check. Job related tests may be required
- The duties listed above 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 logical assignment to the position.
- The job description does not constitute an employment agreement between the town and the employee and is subject to change by the town as the needs of the town and requirements of the job change

APPROVED


Chief Robert C. Cormier

5/22/14
Date

APPROVED


Patricia Consentino


Katherine D. Dawson


Joseph M. Jesseman


Albert LaPlante


Jonathan G. Scanlon

5-15-2014
Date

Tilton Board of Selectmen