

Town of Shelburne Job Description

Job Title: **Administrative Assistant**
Department: **Police**
Reports To: **Chief of Police**
FLSE Status: **Non-Exempt**
Approved Date: **May 2019**

Summary:

This position requires a person who has proficient clerical skills and a general knowledge of office equipment; phone systems, computers and copiers. A candidate with Initiative, self-motivation, decision making ability and a willingness to work with others is a must. This person reports directly to the Chief but works closely with other supervisors and staff members as needed. The objective is to keep the Department moving forward in a positive and productive direction. The ideal candidate will be resourceful, a problem solver and organized with excellent interpersonal and customer service skills.

As a Town employee you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Administrative Assistant is responsible for carrying out his or her duties while representing the Department and Town professionally at all times. The highest quality of customer service is expected to be provided as you carry out the following duties:

- Perform a variety of secretarial, clerical and public relation duties for the management staff of the police department.
- Answer, screen and transfer inbound phone calls.
- Open, sort and distribute incoming correspondence.

- Manage accounts payable and receivable;
- Prepare routine reports.
- Maintain logs and tracking systems for incoming and outgoing correspondence.
- Maintain electronic and hard copy filing systems.
- Retrieve documents from filing systems.
- Handle request for information and data.
- Retrieve and copy accident reports for insurance company request.
- Schedule and coordinate meetings, training and travel arrangements as required.
- Prepare written responses to routine inquires.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Assist with weekly payroll.
- Assist with budget preparation.
- Monitor spending on Officer equipment allowance.
- Maintain office supply inventory.
- Coordinate maintenance of office equipment.
- Assist Management with any other task as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The Administrative Assistant shall:

- Be a High School graduate or equivalent and at least three years of successful, related work experience, or any equivalent combination thereof.

- Can use Microsoft Office Suite.
- Be detail oriented and quality driven.
- Have excellent interpersonal and Communications skills.
- Be able to work independently, handle multiple task, and prioritize work with minimal supervision.
- Be flexible and able to easily handle varying work assignments.
- Be discreet and have the insight to handle confidential information in a professional manner.
- Have an excellent past work record.
- Pass a fingerprint supported background check.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and 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. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education, experience and interpersonal skills; oral interview, reference checks and background 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 a logical assignment to the position. The 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.

Approval: _____

Supervisor

Approval _____

Employee