

TOWN OF ROCKLAND

Job Description

Position Title:	Senior Administrative Assistant	Grade Level:	4
Department	Rockland Police Department	Date:	04/09/2022
Reports to:	Chief of Police, Deputy Chief, Lieutenants	FLSA Status:	Non-exempt

Statement of Duties:

Routine to semi-complex clerical and administrative duties provided for the Chief of Police, and the police department. Responsible for daily fiscal and clerical operations of the police department. The required duties or responsibilities below are representative of the knowledge, skills, and/or ability required including, but not limited to, public relations, computer knowledge, filing, answering phones, and correspondence in dealing with the public and municipal departments. Highly responsible technical, administrative, and confidential support work for the police department.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Record keeping and correspondence with the courts, other law enforcement agencies, insurance companies, the Fire Department as well the public. Mail warrants, subpoenas and 209A's to the courts and other police departments.

Process Police Detail payroll, billing, and collection. Process department payroll in the absence of the Executive Assistant.

Maintain spreadsheets for tracking officers and civilian vacation, sick, holiday and compensatory time as well as tracking officer's clothing allowance.

Maintaining records regarding all industrial workmen's compensation claims and cruiser accidents.

Accounts receivable and payable, including billing and collection of false alarms.

Maintaining of files regarding accidents, citations, and statistics.

Purchasing of office supplies, janitorial supplies, and police equipment. Fill in for Executive Assistant, as necessary.

Be available for Matron duty to transport female prisoners. Care for lost children and children while parents confer with Police personnel.

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Assists internal or external customers either by telephone, face to face contact or email correspondence.

Supervision Required: Works under supervision of the Police Chief and Lieutenants to whom problems and questions are directed. Also expected to be a self-starter who uses his/her own initiative to complete both routine and detailed tasks.

Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Attention to detail is of extreme importance due to the nature of the type of documents which are processed. Consequences of errors missed deadlines or poor judgment may include adverse customer relations, legal repercussions, labor material costs, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with representatives of other departments or agencies, lawyers, and property owners. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving complaints.

Recommended Minimum Qualifications:

Education and Experience: Associates degree and three (3) years' experiences in an office setting, preferably in a municipal setting including frequent public contact or any equivalent combination of education or experience.

Special Requirements: None.

Knowledge, Abilities and Skill

Knowledge: Proven experience with standard office technology, including computers, calculators, and copy machines. Preferred knowledge of the C.O.R.I. laws and the public records law or an ability to learn the laws quickly. Proficiency with Microsoft Office Suite.

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Abilities: Ability to work independently and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks in a detailed organized manner and maintain confidential information. Ability to learn new software such as, COPS quickly.

Skills: Strong written, verbal, telephone, and inter-personal skills along with good typing skill (accuracy and speed). Employee must also have proven experience with computer, calculator and copy machines.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. Environment involves everyday risks which require normal safety precautions typical of offices.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents and reports for general understanding.

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.