

Position Purpose:

Performs highly responsible, complex administrative support for the Chief of Police and department. Duties are varied and require considerable knowledge of department operations, policies and procedures; office and information management systems; performs all other related work as required.

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.)

- Maintains department reports, statistical reports, accident reports, arrest reports and disposition of arrests. Processes pistol applications and record checks.
- Receives and processes inquiries or forwards to appropriate personnel for resolution; answers telephone, types memos and letters, receives and distributes mail, manages personnel information and files, and schedules appointments.
- Processes insurance company requests for accidents and investigative reports.
- Works closely with the Prosecutor's office and maintains arrest files. Organizes files before submission to the Prosecutor.
- Schedules outside details with Candia officers and other police departments. Responsible for outside billing.
- Proofs Animal Control Officer reports and enters them into the police department computer.
- Processes applications, statistics and billing (quarterly and monthly) for Federal Grants, Highway Safety Grants and OHRV Grants.
- Verifies and updates all employee vacation, sick and holiday time.
- Completes Uniform Crime Report on a monthly basis and submits it to the State.
- Types and submits for approval, all motions to destroy evidence and coordinates with the evidence officer on destruction of same.
- Provides monthly statistical reports for Selectmen detailing how many and what types of cases the Police Department has handled.
- Prepares procedure bulletins and general orders, and then distributes them to employees and Selectmen and maintains them in a master book.
- Maintains and updates commercial and residential alarm list and coordinates this with Rockingham County Dispatch.
- Maintains department office supplies and orders when needed. Reviews payroll and processes.
- Logs and keeps track of the service of warrants, subpoenas and paperwork from other agencies.
- Maintains and updates the security system for Town Hall.
- Performs data entry, uses the IMC software, and produces a variety of reports
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma. Associate's Degree preferred; Three to five, 3 – 5 years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or an equivalent combination of education and experience. Notary Public desirable.

**ADMINISTRATIVE ASSISTANT
(POLICE)**

CANDIA, NH

Knowledge, Ability and Skill:

Knowledge: Advanced knowledge of the municipal administration process, general knowledge of the functions of municipal government, general understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office and IMC applications.

Physical 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 essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Chief of Police.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately quiet.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, and police departments.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for the town.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)