

RYE POLICE DEPARTMENT GENERAL ORDER

NUMBER 2-8

<u>SUBJECT:</u> Police Administrative Assistant	<u>DATE OF ISSUE:</u> 03/23/15 <u>RESCINDS:</u>
<u>SOURCES:</u> Local Government Center	

NOTE: In any civil action against any individual, agency or governmental entity, including the State of New Hampshire, arising out of the conduct of a law enforcement officer having the powers of a peace officer, standards of conduct embodied in policies, procedures, rules, regulations, codes of conduct, orders or other directives of a State, County, or local law enforcement agency shall not be admissible to establish negligence when such standards of conduct are higher than the standard of care which would otherwise have been applicable in such action under State law. (RSA 516:36).

POLICE ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Serves as Secretary to the Police Department, performing a full range of secretarial duties, including acting as liaison between the Department and the public.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief who may outline departmental policy and make work assignments. Performs duties with independence, exercising considerable judgment and tact in answering inquiries and determining correct courses of action in matters warranting the Chief's attention. Chief evaluates work in terms of effectiveness of results.

SUPERVISION EXERCISED

May be assigned to instruct other employees in secretarial or clerical operations.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Receives telephone calls and visitors to the Police Department; screens for nature of business and refers inquiries to appropriate officer or department, or dispatches officers or answers inquiries based on substantial knowledge of Department's operations.
2. Composes and types a variety of correspondence, statements, receipts, reports, and other documents required by the Department; types material in final form assuring correct format, spelling, grammar and punctuation, uses computerized accounting program to input town payable, payroll and department receivables.
3. Maintains computerized Department records and files, entering into the Master Index File information relative to criminal offenses, accidents, calls for service, field contacts, traffic actions, parking tickets, citations, and arrests. Records suspects, victims, complainants, and subjects of complaints in database. Records all persons involving restraining orders or pistol permit documents.
4. Compiles statistics and prepares departmental reports, including UCR/NIBRS data as required and accident reports to the State.
5. Prepares court files, assists in answering court motions, acts as liaison with prosecutor, police officers, witnesses, victims and the courts.
6. Prepares parking ticket notices and reports, fills open shifts on parking, police officer and detail schedule, and acts as liaison with parking enforcement employees, police officers and the public.
7. Processes and files gun purchase records, pistol/revolver permits, restraining orders, and other court documents, motor vehicle notices, FBI notices, SPOTS bulletins, intelligence information, and other miscellaneous bulletins.
8. Checks record requests upon receipt of proper waiver form and authorization from the Police Chief; forwards information to the requesting party. Answers and documents right to know requests.
9. Receives and maintains money for pistol/revolver permits, parking tickets, civil forfeiture by Town ordinance, and copies for records authorized to be duplicated; ensures that funds are turned over to the Town Treasurer; regularly verifies tabulations in accounts; reports any discrepancies immediately to the Police Chief. Issues various licenses or permits as may be required. Posts and reconciles all monthly receivables for

parking tickets, outside details, police reports, pistol permits, court fines and court restitution.

10. Maintains data on work-related injuries and police vehicle accidents; ensures that proper insurance forms are completed in a timely manner.
11. Assures proper maintenance of various office equipment, including typewriters, copy machines, printers, fax machines, radio, paging equipment, police uniforms, equipment and computer equipment; inventories and orders office supplies.
12. May instruct other employees in secretarial or clerical operations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling, arithmetic, vocabulary, and legal terminology; thorough knowledge of modern office equipment; thorough knowledge of personal computers, the internet, and relevant software packages. Able to work in a fast-paced environment and be flexible, and be able to manage multiple tasks simultaneously. In depth knowledge of Town and Police Department operations and organizations as they relate to the records unit and duties. Must have ability to work independently, prioritizing responsibilities. Must be sensitive and knowledgeable to working with confidential materials. Advanced skill in typing/word processing accurately and rapidly. Ability to maintain accurate records and files; ability to organize work and enhance efficiency in the work environment; ability to enter, process, and search for data in a computerized database; ability to transcribe documents from written source materials or dictation; ability to communicate effectively orally and in writing; ability to understand and follow oral and written instructions; ability to work in a confidential environment; skilled at working accurately with numbers and detail orientated; ability to prepare effective correspondence and to perform office management details without referral to a supervisor; ability to maintain department web site and other social media correspondence; ability to draft, revise union communications, ability to establish and maintain effective working relationships with high level officials, other departments, employees, and the general public, and to deal with public relationship problems courteously and tactfully; ability to communicate effectively with people who may display hostile tendencies.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with training in secretarial, accounting and computer skills (Associate's degree preferred); three years' experience in the legal or law enforcement field preferred; equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The work environment can be stressful, particularly when dealing with difficult people or emergency situations.

SENSORY REQUIREMENTS

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

This position is not covered by any collective bargaining agreement.

Approved at Selectmen's meeting Date: 03/23/15