

Administrative Assistant - Part-time

The Township Police Dept is looking for an AA to work approx 20 hours per week reporting to the Police Chief. Essentials include routine office tasks, proficiency with word processing, spreadsheets, internet, proofreading of confidential reports and managing a small office. Candidate must be eligible for security clearance to use confidential crime information computer systems. Strict loyalty, integrity and confidentiality required. Hours are flexible, four hour workdays, five days a week in a typical office setting. **Applications and job descriptions are available on-line** or call 610.323.8675 during business hours. Apply via upperpottsgrovetownship@comcast.net, fax: 610-327-1967 or 1409 Farmington Avenue, Pottstown, PA 19464.

Upper Pottsgrove Township
Equal Opportunity Employer

POSITION TITLE: Administrative Assistant/Police Department

POSITION DEFINITION

The Administrative Assistant performs highly responsible and confidential secretarial duties for the Police Chief and Police Department and performs various administrative tasks in the management of the Police Department. The Administrative Assistant is assigned a wide variety of tasks and receives highly confidential information that requires sound mature judgment and integrity in processing. The duties of the Administrative Assistant requires the highest level of sensitivity and tact, as well as a thorough understanding of the policies, functions, programs, and services of the Police Department. The position requires a well organized, self-starter who works well independently and completes tasks with a minimum of instruction. Candidates must be highly dependable and can easily coordinate a wide variety of tasks and levels of priority. The individual must be helpful, pleasant and customer service oriented, yet very aware of the importance of confidentiality and handle sensitive matters with discretion. This individual must be an effective team member who maintains high morale and is dedicated to quality service.

STATUS

Regular Part-time (at will, exempt)

WORKING CONDITION

Inside work which requires the ability to work independently in the absence of supervision under typical office conditions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; as well as have ability to understand and carry out oral and written instruction. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to twenty-five pounds such as files, records, etc.

MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; solve office administrative problems; observe and interpret situations; learn and apply new information or skills; perform work on concurrent tasks; work with frequent interruptions; and interact with staff, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

EXPERIENCE AND EDUCATION

Education equivalent to graduation from high school, preferably supplemented by college level course work in business courses or secretarial practices, and considerable experience in performing progressively responsible clerical work as an executive secretary, or any combination of experience and education which provides the knowledge, skills and abilities required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO;

Performs a full range of secretarial and administrative support duties including general office duties, typing, bookkeeping, flow of correspondence, filing, requisition of supplies, faxing, etc.

Maintains confidentiality and security of information and materials of a confidential nature; Greets and directs visitors, answers main office telephone, responds to direct requests for information and/or forwards messages to appropriate staff.

Reviews and edits documents, reports and memoranda;

Processes all departmental invoices for payment verifying all material and equipment has been received.

Receives, records, and balances payments received.

Maintains inventory for all office supplies including mandated forms (PennDOT, Dept. of Justice, etc.)

Operates a personal computer and uses applicable software to prepare or process communications to Police Department employees and individuals or entities outside the department;

Responds to requests for administrative support as needed

Receives, prepares and forwards documents to the courts

Corresponds with insurance companies and fulfill orders.

Processes bi-weekly timesheets for the department

Prioritizes, distributes, and processes incoming and outgoing mail for Police Department.

Organizes and maintains paper and electronic files.

Transcribes interview recordings.

Performs related duties as assigned.

MINIMUM BASIC QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, punctuation, vocabulary, and mathematics.

Modern office methods, procedures, and equipment and business letter writing.

Personal computers to run spreadsheets (Excel), word processing (Microsoft Word), desktop publishing, email and research over the internet.

Ability to

Exercise highest level of confidentiality and discretion.

Obtain a security clearance to be certified to use national and state criminal information systems (NCIC, CLEAN).

Communicate effectively, orally and in writing.

Work cooperatively with other agencies and Township officials.
Interpret and apply administrative and department policies, laws, and rules.
Understand and carry out oral and written directions.
Employ sound judgment, maintain satisfactory relationships with other employees, meet and relate to the public and effectively handle highly confidential material.
Putting hostile and upset people at ease and directing them to the proper person who can assist them;

SKILLS;

Requires regular use of telephones, FAX machines, personal computers and various software (Microsoft Word and Excel), printer, calculator, copy machine and various resource materials; occasional use of a typewriter.
Independently respond to letters and general correspondence.
Compile and maintain complex and extensive records and files.

This position is subject to the Township's Drug and Alcohol Free Workplace Policy which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.