



TOWN OF TOPSFIELD
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to perform skilled administrative support work in assisting the Chief of Police, including office administration, budget management, personnel and records management and supplies management; all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of the Chief of Police. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

Supervision Given: Administrative Assistant.

Job Environment:

Work is performed under typical office conditions with frequent interruptions during the day. Work environment is moderately noisy.

Operates computer, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with other town departments, state and federal and regional agencies, local organizations, and the general public. Contacts generally consist of an information exchange dialogue.

Has access to a wide variety of confidential information including personnel records, and personal information about citizens, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in considerable delay and confusion, and have significant legal and/or financial repercussions.

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.)

Performs a variety of complex or specialized administrative and clerical activities in an assigned work unit. Directly responsible to the Chief of Police.

Prepares and types correspondence as requested by the Chief of Police. Types a variety of reports and entries into a computerized data base.

Maintains general office procedures such as typing, filing record keeping and control and distribution of office supplies.

Answers phone calls from the public, responds to routine requests for information and /or routing calls to the appropriate staff member for response.

Maintains knowledge of the staff and operating policies and procedures of the work unit assigned.

Maintains records and filing systems containing specialized or confidential information and materials.

Researches and prepares a variety of reports and correspondence regarding departmental activities and programs.

Assists in budget preparation and financial report compilation.

Prepares payroll for assigned work unit. Maintains a record of all sick leaves, vacation time, holiday time, comp time and overtime for all departmental employees.

Prepares and maintains a telephone directory of all companies and persons who supply services to the department or have hired police paid details.

Initiates, prepares and records purchase orders and requests for payment. Maintains sufficient office supplies to ensure the department's efficient operation.

Prepares photocopies of requested record information for the public or proper requesting agency as authorized by law or departmental policy.

Be familiar with the operation of the Regional Dispatch system as it affects police operations.

Provides customer service to include screening of phone calls, meet with visitors, citizens, vendors and officials.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's degree, Bachelor's Degree preferred; three years of experience in a secretarial/administrative position; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Complete knowledge of the use of office and data processing equipment, business arithmetic, American business English and spelling. Basic knowledge of bookkeeping techniques. General knowledge of local government and its operations helpful. Familiarity with pertinent state and local laws relating to municipal operations preferred.

Ability: Ability to organize time, work independently and accomplish tasks despite frequent interruptions. Ability to maintain detailed statistics, records, and clerical records. Ability to deal with the public in a pleasant and professional manner. Ability to maintain highly confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, co-workers, other employees, departments, officials, and other agencies. Ability to maintain detailed budget accounts, financial records, and clerical records.

Skill: Excellent administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Excellent customer service skills. Skill in all of the above listed tools and equipment.

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.

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

(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.)

**Approved October 2019
Town Administrator**