

**East Fallowfield Township  
Job Description**

**Position Title:** Police Administrative Assistant

**Reports To:** Chief of Police

**Supervises:** N/A

**Union Affiliation:** Non-Certified

**Classification:** Non-Exempt

**Pay:** \$22.00 per hour -Part-time hourly: approximately  
25 hours per week (flexible schedule)

**I. DESCRIPTION**

This is an administrative non-sworn position in the police department under the sole direction of the Chief of Police. The employee performs a variety of administrative support and clerical duties: develop and implement effective office procedures, type and process records, reports, memos and correspondence; process purchase requisitions, equipment orders, budget documents and other information; distribute assignments and maintain logs; and answer phones for a variety of staff in order to assist the Chief of Police and police personnel in performance of their duties.

**II. GENERAL JOB-RELATED REQUIREMENTS**

- Regular and predictable attendance is required. Must be reliable about job attendance, but should also be flexible about the schedule if the need to change it arises.
- Must work cooperatively with others.
- Must relate to citizens and Township employees in a professional, courteous, and respectful manner.

**III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Police Chief*

Forwards copies of the Incident Reports and Accident Reports to other agencies in accordance with departmental policy. Completes all discovery requests from the Chester County District Attorney's Office.

Processes requests for Accident Reports and Incident Reports from insurance companies, provides receipts for the payment and transfers the funds to the Township Treasurer on a weekly basis.

Uses the police electronic Records Management System (RMS) to process all traffic citations, non-traffic citations, and criminal complaints prepared by police officers.

Orders forms and supplies, and acts as a purchasing agent for pre-approved budgeting expenses such as office supplies, film, and other items with the approval of the Chief of Police.

Prepares monthly reports and annual reports as required. Also prepares annual juvenile arrest reports that are forwarded to the Pennsylvania Commission on Crime and Delinquency according to Federal and State requirements.

Prepares monthly Uniform Crime Reports (UCR) and /or NIBRS reports in accordance with FBI/Pennsylvania State Police standards and submits the reports to the State Police Liaison Officer on the required date. The employee will also coordinate and work with the State Police Liaison Officer to correct any discrepancies and file any additional reports required in a timely manner.

Maintains the Business Emergency Listing, Updates the file on an annual basis, and works with the Police Officers to ensure that any new businesses are listed. The employee submits updates to the Chester County Department of Emergency Services (DES) to update their Computer Aided Dispatch (CAD) system.

Takes telephonic reports of minor criminal activity, vacation checks or other citizens' requests for police services, prepares the appropriate report and forwards it to the police officers for follow-up.

Purchase and track orders. Repackage and return unwanted orders, issue purchase orders for payment.

Maintain court hearings for all officers and post court hearings in department scheduling software. Make sure Officers are prepared by pulling appropriate documents/arrest files.

Calculate, monitor, and input if necessary bi-weekly hours into the payroll system.

Tracks all paid time off for all part-time and full-time police officers.

Create and maintain arrest files and enter information into computer system for tracking purposes.

General office duties: filing, phones, copying, faxing, mail, track, and order office supplies.

Complete and fax resident's gun permit application requests from Sheriffs Office.

Schedule, register, and track progress of registration for training for all police officers.

Issue invoices when necessary.

Works in conjunction with the Evidence Custodian to receive, document and secure all evidence.

Inputs all crash reports to the Crash Docs website for access by drivers and insurance companies.

Coordinates the BVP (Bulletproof Vest Partnership) Grant program.

Responsible for the monitoring of mandatory Municipal Police Officer Education and Training Commission (MPOETC) training for all Officers.

Responsible for the documentation on the certification processes of new hires for MPOETC.

#### **IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- The employee must be able to work at a fast pace, must be able to deal with the requests of staff and members of the public regarding all major and minor issues arising in the Township in a pleasant manner.
- The employee must be able to deal with emergency situations in a calm and intelligent manner.
- The employee must be able to work in a timely manner with frequent interruptions. Extended work hours may be required during certain time periods.
- The person in this position constantly operates a computer and other office productivity machinery, including, but not limited to, the use of a copying machine, computer, printer, fax machine and calculator. The person in this position must be able to use body members to work, move or carry objects or materials and to manipulate office machinery.
- The person in this position is required to have the ability to handle a variety of items such as automated office equipment, secretarial supplies and computer supplies. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

- The person in this position frequently communicates with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position may be exposed to inclement weather conditions when travelling to and from the office.
- The person in this position is required to have the ability to effectively communicate with Township personnel, including, but not limited to, the Police Chief, police officers, and the public.

**In terms of an 8 hour workday:**

**Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.**

Job requires the physical ability to:

- Stand: occasionally
- Sit: continuously
- Walk: occasionally

Job requires the physical ability to lift/carry:

- Up to 9 lbs.: frequently
- 10-20 lbs.: occasionally
- 21-50 lbs.: rarely
- 51-80 lbs.: rarely
- 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- Up to 9 lbs.: occasionally
- 10-20 lbs.: rarely
- 21-50 lbs.: rarely
- 51-80 lbs.: rarely
- 81-100 lbs.: rarely

Job requires the physical ability to use the following repetitive movements:

- Fingers: continuously
- Wrist: continuously
- Arm/Shoulder: continuously
- Leg: rarely
- Foot: rarely

Job requires the physical ability to function in activities involving:

- Bending: occasionally
- Stooping: occasionally
- Twisting: occasionally
- Reaching: occasionally

- e) Crouching: rarely
- f) Crawling: rarely
- g) Kneeling: rarely
- h) Climbing: rarely
- i) Handling: frequently
- j) Pinching: occasionally

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

## **V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge and experience in administrative operations, report preparation, and word processing.

Ability to safely operate a motor vehicle and possession of a valid Pennsylvania Operator's License.

Ability to maintain confidentiality of police operations.

After appropriate Training: Operate Police Records Management System(s), electronic payroll/scheduling software, and electronic training and policy software.

## **VI. GENERAL TRAITS AND ATTRIBUTES:**

- Cooperates with the Police Chief and Staff in making the organization a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable, and honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

- Experience in Emergency Services (Police/Fire/EMS/Communications)- preferred
- Experience with social media platforms – preferred.

**VII. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE**

High school diploma or GED. Post high school education is desired, encouraged and supported.

Experience in administrative operations.

Proficiency in computer use.

**VIII. REQUIRED LICENSES AND CERTIFICATES**

N/A

The Township Manager reserves the right to amend the Police Administrative Assistant’s job description from time to time by resolution or ordinance.

My signature below indicates that I have read the job description for the Police Administrative Assistant and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: \_\_\_\_\_ Date:\_\_\_\_\_