

Administrative Assistant Job Responsibilities

- Office tasks
 - a. Answer Phones / Relay messages
 - b. Coordinate meetings
 - c. Schedule appointments
 - d. Type letters, memos as assigned
 - e. **Maintain confidentiality** of all correspondence and matters
 - f. Proofread correspondence and reports for accuracy, grammar, spelling, other errors
 - i. Assure above are error-free, accurate, appropriately signed
 - g. Handle letters of reference for jobs, visas, adoptions after having been approved
 - h. Receive, coordinate, file and respond to applicants for department jobs
 - i. Receive mail daily, log, stamp distribute according to department policy
 - i. Highlight actions required, follow-up as needed
 - j. Order supplies as necessary to maintain high function and efficiency of the department
- Scheduling
 - a. Assist Scheduling Officer to receive, post and track employee time off
 - b. Generate reports as needed for overtime, schedule management, etc.
 - c. Maintain records of overtime, vacation, holiday and other time off
- Extra Duty Details
 - a. Receive outside overtime request information
 - b. Assure data is properly posted to scheduling system and that proper billing information is received
 - c. Assure compliance with current law and ordinances governing Extra Duty Details
 - d. Generate reports as needed
 - e. Forward information and vouchers to Borough Finance Office for payment
- Payroll
 - a. Using scheduling system, post personnel time and generate time sheets for signatures
 - b. Forward signed time sheets to Borough Finance Office
- Discovery Requests
 - a. Receive attorney requests
 - b. Coordinate with Detective to assemble packet in accordance with policy & mandates
 - c. Develop & assure proper fees are charged and collected
 - d. Record these fees in receipt book for transmittal to Borough Finance Office
- Training
 - a. Assist Scheduling Officer to post, track approved officer training requests
 - i. Assure necessary prerequisites have been met
 - b. As needed, schedule training with academies and other providers
 - c. Create requisitions for payment for approved training
- Purchasing
 - a. Take calls from vendors and route appropriately to officers
 - b. Receive, verify invoices, bills and statements from vendors
 - c. Create requisitions for supplies, equipment, training and other department necessities
 - d. Monitor purchases and assure payment is made to vendors
- Tours & Presentations
 - a. Receive requests for and schedule requests for HQ tours
 - b. Take requests for and schedule requests for officers to speak to community groups
 - c. Receive requests from scout organizations, schedule officers and obtain certificates for awards events

- Warrants
 - a. Maintain log for warrants received from other jurisdictions
 - b. Type service reports for officers
 - c. Assure bail is properly recorded for transmittal to court administrator
 - d. If party is not located or no longer a resident, advise other jurisdiction of such.
 - e. Handle warrant recall notices
- Subpoenas
 - a. Receive subpoenas from DMV, Grand Jury and JV, Superior, Municipal or Civil courts
 - b. Log subpoena and notify officer, receiving signature for such
 - c. Coordinate with schedule officer to adjust officer's schedule accordingly
- Alarm Registrations
 - a. Receive payment for annual alarm registrations, record and forward to Borough Finance Department
- Operations/Investigation Reports
 - a. As needed, gather reports requested for discovery, OPRA or other requests for records, as directed by department policy, state law and Executive orders
- Insurance Company Reports
 - a. Coordinate the requests for and provision of motor vehicle crash and other reports requested by insurance companies
- Administrative
- Crossing Guards
 - a. Assist Traffic Officer(s) to manage school crossing guards
 - i. Scheduling of guards
 - ii. Track time worked and generate time sheets
 - 1. Forward to Borough Finance Office for payment
 - iii. Annual physical examinations
 - iv. Correspond with guards as needed for time off, equipment and coverage issues
- Dept. Ledger
 - a. Record money received into, tally and balance the department ledger for transmittal to the Borough Finance Office
- Misc. Secretarial, Support Services
 - a. Recommend, implement improvements to Administrative procedures
 - b. Maintain awareness of department activities, responsibilities and changes
 - c. Communicate above to Chief of Police and affected officers
 - d. Other administrative tasks as necessary or assigned by Chief of Police