

## TOWN OF CANTON

TITLE: Administrative Asst. to the Chief of Police CLASS: hourly / non-union  
DEPARTMENT: Canton Police Department DATE: October 2023

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### **POSITION DESCRIPTION**

The Administrative Assistant is responsible for performing office administrative duties of a confidential, complex and responsible nature for the Chief of Police. The position also provides office administrative services to members of the Police Department along with maintaining department files and records.

### **SUPERVISION RECEIVED**

Works under the general direction of the Chief of Police.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Performs a wide variety of secretarial and administrative duties in support of the Police Department.
- Researches and analyzes routine administrative projects.
- Receives oral or written instructions from Chief of Police.
- Plans work according to established department or standard office procedures.
- Composes routine correspondence and reports.
- Drafts a wide variety of documents from notes, instructions, or printed materials.
- Compiles and coordinates data for action by Chief of Police.
- Transmits and explains Chief's directions to proper persons and follows up for compliance, completeness and conformity with deadlines.
- Schedule appointments and arranges meetings.
- Screens incoming correspondence or calls; refers to appropriate staff members and follows up to ensure timely response.
- Maintains line item account ledgers to monitor department budget.
- Maintains department personnel files and processes personnel action forms.
- Prepares and processes information for department payroll.
- Maintains inventory of department equipment and supplies; processes purchase orders pertaining to departmental expenses; handles routine matters with vendors; orders materials and services as directed.
- Prepare documents for judicial proceedings.
- Archives files and records as needed.
- May perform additional tasks and duties as necessary and or/requested.

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

- Familiar with the principles and practices of a police department and the ability to work within the structure and operation of municipal government.
- Considerable ability to follow established priorities, meet deadlines and maintain quality of work in multitask settings.
- Considerable knowledge of office computer programs, networks, internet and basic website maintenance.
- Commitment to excellence in customer service.
- Thorough knowledge of modern office practices.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to use tact, discretion, initiative and independent judgment.

- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct correspondence independently or from brief instructions.
- Ability to perform basic mathematical computations.
- Ability to communicate effectively with the public and an ability to establish and maintain effective working relationships with Town officials, staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain strict confidentiality of information as necessary.

#### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/ her own transportation.

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve complex problems; use math and mathematical reasoning.
- Works in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.

#### **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with an Associates Degree with a minimum of two (2) years of increasingly responsible work experience in an administrative office similar combination of education and experience.

#### **LICENSE OR CERTIFICATE**

- Possession of a valid State of Connecticut Driver's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.