



Job Description

Position: Assistant to the Police Chief
Primary Location: Police Station
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Police Chief
Description Updated On: October 5, 2021

Summary/Objective

The employee is responsible for the provision of a range of administrative and clerical duties. The employee reports directly to the Chief of Police (or Deputy Chief in the absence of the Chief) and maintains confidentiality in all police business. They are required to perform all similar or related duties.

Essential Functions

- Keeps abreast of all department regulations, town by-laws, state statutes, department contracts, and communication standards related to Department operations.
- Responsible for the performance of a range of clerical and administrative duties including but not limited to maintaining and updating department files, preparing and processing the department's payroll including the maintenance of employee leave accruals, preparation of correspondence for the Police Chief, maintaining reports in accordance with State and Federal Public Records laws, and compiling department budget and statistical reports.
- Maintains and updates personnel files for all employees: Police, Dispatchers, Auxiliary, Retirees and Detail officers, with accurate information for purposes of documentation of injuries, work week, training, attendance, position changes, and advancements, etc. Forwards originals of all documentation to Human Resources.
- Maintains accurate spreadsheets on expenditures and balances for uniform allowances for police and dispatchers.
- Maintains accurate spreadsheets on expenditures for the income and disbursement of grant monies.
- Responsible for understanding the fiscal budget process, handling weekly accounts payable, and providing and maintaining weekly budget balances and updates to the Chief.
- Responsible for coordinating with high schools and colleges to bring interns to the department for college degree credits, for volunteers from high schools, and to maintain records for such.

Preferred Qualifications, Education, and Experience

Bachelor's degree preferred. A minimum of five (5) years of office administration experience or an equivalent combination of education and experience. Experience working for senior leader strongly preferred.

Knowledge, Skills, & Abilities

- Working knowledge of the laws, codes, regulations, policies and operating procedures of the department; thorough knowledge of the geographical layout of the town as well as town government operations and town government. Working knowledge of office operating procedures and software technology (i.e., word processing and spread sheet applications) and the Internet and web site technology in support of department operations. Basic knowledge of bookkeeping and financial record keeping
- Ability to perform work accurately and efficiently despite frequent interruptions; effective organizational and communications skills (orally and in writing), and attention to detail.
- Ability to plan and prioritize work, perform multiple tasks within a timely manner and be self - motivated. Ability to maintain detailed and accurate records. Ability to interact effectively and appropriately with the public and other department personnel; ability to hear, understand, and respond to emergencies on a telephone quickly and appropriately.
- Extensive use of independent judgment and to exercise confidentiality with department records and personnel files in addition to all communications with management.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting for extended periods of time in order to perform work tasks with intermittent periods of stooping, walking, and bending; extensive use of computer.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

The employee performs work in a municipal office setting subject to frequent interruptions.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual

orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____