



Town of Colchester Job Description

Police Department Assistant to Department Head

GENERAL STATEMENT OF DUTIES

Perform administrative duties for Police Department. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday thru Friday, 8:00 a.m. – 4:30 p.m. with a one half-hour lunch (40 hour work week); evenings as required.

SUPERVISOR

Work under the direct supervision of the Resident State Trooper supervisor and the administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Maintain strict confidentiality.
- Telephone reception/intake: Direct phone calls to town police officers, Resident Trooper Sergeant, or State Police Troop K.
- Summons Filing: Filing of infraction, misdemeanor summons, and warning books for issuance to officers. Order and list ticket book numbers, maintain files of police copies for records.
- Town pistol permit processing: Obtain permit information to include: ID, fingerprints, notarized application, birth certificate and NRA gun safety course. Record applicant's name, DOB, date sent out and returned, send fingerprints to CSP, fill out temporary permit, have it endorsed by First Selectman, send letter to pick up permit. Write a receipt for check (check and copy go to Finance), fill in date issued on permit. Issue permit and maintain permit files.
- Special Duty scheduling: Obtain billing information of entity hiring town police officer. Determine date, time and location requested for assignment. Assign police officer by special duty overtime card system in accordance with Police Union CBA. Complete special duty form, print letter and send copy of form for payment, make copy of check/special duty form and forward to Finance.
- Budget: Input and maintain department budget, manage accounts payable for purchases.
- IT liaison: Liaison for town Information technology (IT) personnel for repair, maintenance and purchase of office technology. Provide timely information to IT to maintain department web page.
- Patrol and Non-patrol scheduling: Assist Resident Trooper Sergeant with formulation, preparation, and posting of daily patrol schedule for Police Officers. Assist with hiring and scheduling of Police Officers on patrol overtime basis in accordance with Police Union CBA in the absence of the Resident Trooper Sergeant or designee.
- Police Commission clerk: Clerk police commission meetings, create meeting agenda and post online and in Town Clerk's office, send out agenda and last month's minutes to the police commissioners prior to meeting. Transcribe minutes and post online and at town clerk's office, set up and send letters to new candidates for interview times for new candidates.
- Office Reception/ Public Contact: Provide professional, courteous and efficient service to the public for walk-in, telephone and written requests for service.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Knowledge of office management practices and procedures.
 - Strong interpersonal skills and ability to work well with the public.
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
 - Strong communication and customer service skills.
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently and be self-motivated.
 - Maintain accurate records.
 - Lift and/or move up to 45 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher or Munis.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; hourly; non-exempt*