



Town of Colchester Job Description

Police Department Assistant to Department Head

GENERAL STATEMENT OF DUTIES

Provide administrative support to the Colchester Police Department.

WORK SCHEDULE

FT 40 hours/week, 8 .m. – 4:30, with a half hour unpaid lunch. Clerk responsibilities for Police Commission

SUPERVISOR

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

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Maintain strict confidentiality.
- Answer phones, take messages, direct incoming calls and provide appropriate information.
- 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 Process: Obtain billing information of entity requesting police officer. Determine date, time and location of requested assignment. Notify Sergeant of request. Complete Special Duty Form, print letter and send copy of form for payment, make copy of check/special duty form and forward to finance.
- Maintain records for laser/taser calibration.
- Maintain database for officers ongoing training requirements.
- New Hire Process:
 - Work with HR to have vacancy posted
 - Work with HR to schedule candidates for interviews
 - Prepare packets for interview process
 - Schedule testing required for applicant
- Police Grant Process: Assist in the preparation of grant applications including data collection and ongoing record keeping for compliance.
- IT liaison: Provide information for updating department web page. Request repairs and follow up for completion.
- Patrol and Non-patrol scheduling: Post schedules and assignments.
- Police Commission Clerk: Clerk commission meetings, including prepare pre meeting material, post record and distribute meeting agenda, minutes and supporting documents. Notify FS of commission vacancies.
- Vehicle maintenance logs: Maintain database of all vehicles maintenance along with repair costs.

- Equipment/Supply Process: Maintain inventory at par level for office and department supplies
- Payroll: Collect Timesheets and provide to Resident Trooper. Deliver Signed/completed timesheets to finance. Maintain calendar of approved time off for Police Department Staff
- Organization: Maintain orderly filing system. Purge records as directed by Resident Trooper. Keep a neat and orderly workspace. Report needed repairs to Public Works.

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*