



Chief of Police
Francis Dabbo

MIDDLEBURY POLICE DEPARTMENT

200 Southford Road · Middlebury, Connecticut 06762-0440
(203) 577-4030

Administrative Assistant Police Department

JOB SUMMARY

Provides complex administrative support to the Chief of Police and Police Administration; maintains departmental records and files; schedules and coordinates meetings and other functions; performs a variety of general accounting duties for department accounts and performs other routine and/or specialized duties. The Administrative Assistant will work under the general supervision of First Selectman and Chief of Police.

Essential Duties and Responsibilities

The following duties are illustrative only and are not intended to be all inclusive.

- Provide day-to-day administrative support to the Police Department, including composing and typing correspondence, reports, rosters, forms, publications, agendas, spreadsheets; taking and transcribing minutes or other complex or confidential reports/correspondence; completing forms and applications; copying, assembling and distributing information
- Responsible for processing timesheets
- Processing FEMA disaster recovery correspondence
- Supervise the file room personnel and delegate authority to implement the proper flow of work activity
- Respond to a wide variety of inquiries from within the department, the public, other agencies, boards and commissions and others either over the phone or in person regarding Town's and/or the Police Department's services, policies and procedures
- Plan and coordinate various meetings, including preparing the agenda, copying, assembling and distribution information/materials for the meeting, including the monthly Police Commission
- Read incoming and outgoing mail, email and process appropriately
- In conjunction with assigned special duty supervisor, invoice for special duty jobs and collecting from vendors
- Perform research, collect data/information and prepare reports as directed by supervisor
- Review, track and submit expenditures and receivables in accordance with Town of Middlebury policies/procedures and/or program requirements; formulate and maintain yearly budget
- Track and maintain inventory of general police department assets
- Track and purchase office supplies
- May serve as backup to other office staff
- Assist with confidential matters pertaining to the public and department personnel
- Maintain confidentiality of all records, information and issues handled in the office
- Renewal of Licenses as directed by Supervisor
- Research and completion of Grant applications
- Track and record vehicle maintenance, mileage and usage

- Attend training as needed for clerical functions
- Perform other duties as assigned

Knowledge, skills, abilities and competencies:

- Skill in working independently and as a team member, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities
- Organize and control access to complex filing systems that include highly sensitive files; conduct periodic retention and purging of files in compliance with applicable guidelines
- Ability to proofread and provide feedback on written correspondence
- Ability to communicate effectively, using proper grammar, both verbally and in written form
- Ability to work in a fast-paced office
- Ability to be flexible and have conflicting priorities
- Ability to maintain sensitive and confidential information
- Ability to take initiative and being open to continuous learning
- Ability to exercise sound business judgment when making decisions, including knowing when to notify others
- Ability to use tact and diplomacy when communicating with a diverse group of people
- Knowledge of and the ability to provide excellent customer service skills
- Knowledge of and the ability to use basic math and accounting skills
- Knowledge of and the ability to process budgetary requirements, protocols and procedures
- Extremely proficient in use of Microsoft products, including Word, Excel, PowerPoint and Outlook
- Knowledge of and the ability to update and use web-based applications and social media platforms
- Knowledge of and the ability to use standard office equipment, to include a computer, copier, fax machine, printer
- Knowledge of and the ability to form and maintain effective and harmonious working relationships with both internal and external customers
- Background check required

Required Physical Effort

- Performs duties in an office environment. Exposed to computer screen and cameras. May be required to lift up to 40 pounds that could be boxes of records or office supplies.

Minimum Education Required to Perform Essential Job Functions Education

- Associate's or the equivalent supplemented by college courses in business or secretarial subjects.