



EAST WINDSOR POLICE DEPARTMENT

CLASS TITLE:

Part-time Administrative Aide, Police Department Support Services

CHARACTERISTICS OF THE CLASS:

Under general supervision, will perform records processing and maintenance. Position requires the responsibility for independent performance of duties resulting from decisions established by organizational practices and procedures, and local, state, and federal laws. Within guidelines, may assist with maintaining and processing accidents, incidents, investigations, arrests, infractions, warrants, evidence transmittals, and other related records. Processes pistol permit applications within prescribed laws and regulations, attends hearings (*if required*). May maintain the records storage facility/room and perform quality control for the records division. Maintain proper and current certifications in COLLECT and NCIC (*if required*). Perform other clerical and general duties as needed.

SUPERVISION:

Works under the general supervision of the Records Division manager and within the police department command structure.

EXAMPLE OF DUTIES:

Assists the Records Manager in the preparation of court reports and documents. Maintains department records and ensures proper department, State, Federal, and other agency reports are completed and submitted. Provides police reports, photographs, motor vehicle information and/or criminal history information to law enforcement agencies and members of the public in conformance with state statutes. Assists the Administrative Assistant with the preparation of payroll and billing, and to provide support to the Chief of Police. Process all pistol permit applications within prescribed laws and regulations, working with other personnel to complete this task.

WORKING CONDITIONS:

Employees in this class are required to report to duty under all conditions of weather, and to work various hours, if required. Must be able to control emotions working within highly stressful conditions.

ABILITY:

Ability to plan work and carry through with minimum supervision; ability to deal effectively with the public, fellow employees, supervisors, and managers; ability to exercise independent judgment and initiative; ability to work under unpleasant or stressful working conditions, ability to maintain information in a confidential and professional manner. Ability to deal tactfully,

courteously, and harmoniously with the public, professionals, and other employees. Ability to exercise independent judgement and initiative. Ability to perform moderate bookkeeping duties; ability to maintain records management knowledge (*emerging trends, laws, procedures*) and currency in assigned area of responsibilities; ability to partner with other functional areas of the agency to accomplish objectives; ability to read, interpret, analyze and apply information from job-related publications; ability to attend and successfully complete related training or courses, ability to interpret and apply policies; ability to organize, manage and track multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment; ability to work independently as well as collaboratively within a team environment; ability to establish and maintain effective working relationships at all levels of the organization, ability to understand the processing and workflow of employee paperwork and generated Police Department records from inception, to entry, and through retention; ability to assume additional duties, assignments, and projects as required, and the ability to meet the minimum standards for the position as set forth in East Windsor Police Department Performance Evaluation and Development Guide.

PERSONAL ATTRIBUTES:

Should demonstrate honesty, loyalty, neat personal appearance and hygiene, and emotional stability. High organizational skills with the ability to multi-task and maintain a robust attention to detail. Should possess a strong customer service orientation and have the ability to handle and maintain strict confidentiality. Should have excellent communication skills orally, in writing, and on the telephone.

INVESTIGATION OF FITNESS:

Position deals with highly sensitive and ongoing criminal/civil matters, cash, and vital operations of the Department. Must successfully pass a comprehensive background investigation. Will be investigated in order to secure evidence of their honesty, integrity, work history and ethic, and general character to include a financial history. Evidence of habitual use of intoxicants, drugs, moral turpitude, disrespect for the law, unethical dealings, and any material misstatement of fact during the employment testing process will be considered sufficient grounds for rejection.

MINIMUM QUALIFICATIONS:

Applicants must be a high school graduate. Experience with Microsoft Word and Excel, as well as other office equipment. Some knowledge of bookkeeping principles and practices. The Town of East Windsor values education and would prefer candidates and employees with college credits or a related degree from an accredited College or University, with at least one (1) year of practical professional experience in records management or office/business administration. Must have knowledge in record keeping systems, bookkeeping principles and practices, math skills, English, spelling, thorough knowledge of the operation of standard office equipment, and typing. Must have working computer experience, to include knowledge and experience with the Microsoft Office Suite, to include Word, Excel, Access, and email and scheduling program.

Should have the ability to multi-task and manage time effectively with minimum supervision, to include data entry and case notes into the computer system. Must also be confident in their ability to work with highly confidential matters and exercise discretion, and sensitivity to police and investigative matters. Must have a proven ability to interact successfully with management, supervisors, fellow co-workers, Town employees, and the public in a diverse and fast paced work environment. Must have a proven work record demonstrating a strong commitment to customer service.

Preference will be given to candidates who have a proven record of practical experience with customer service, professional office environment, records retention laws and schedule, Connecticut pistol permit laws and process, centralized infractions maintenance, UCR and NIBRS, HIPPA regulations, juvenile matters, proofing and auditing, following policy & procedure, formal education, and computer literacy.

This position may require a written, oral, and background investigation phase to be successfully selected.

This position requires a successful completion of a six (6) month probationary period.