



Milton Police Department
37 Bombardier Road
Milton, VT 05468
(802) 893-6171 Voice
(802) 893-6032 Fax



Town of Milton

Job Description

Title: Police Administrative Assistant II

Updated: February 05, 2021

Department: Police Department

Reports to: Chief of Police

Overview of Position

Facilitate the work of the department by performing a wide variety of administrative, clerical, receptionist, and support duties in addition to special projects as needed.

Work often involves public contact and effective coordination with department heads and officers as well as other outside organizations. Work requires the exercise of judgement, initiative and discretion based on knowledge of administrative and/or operating policies and procedures. Work is reviewed for achievement of desired results and adherence to policies and procedures.

Essential Job Functions

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

- Responds to inquiries and complaints: handles routine matters and directs unusual matters to a superior or appropriate authority.
- Relieves a superior of routine administrative and office management details, checks operating reports and files (court cases) for accuracy and conformance to policies and procedures and provides information on policies, programs and procedures.
- Develops or updates office procedures, systems and forms, plans and lays out work for other clerical staff.
- Collects and accounts for fees and charges (where applicable). Incident and accident report fees as well as account receivable and payable invoices for the Finance Department.
- Types Correspondence, purchase orders, work orders, reports, invoices, media logs, press releases and other documentation. Composes and types letters, memos and notices for signature of superior.
- Prepares formal legal notices (ie. court cases) and correspondence, records legal documents, as may be appropriate, and gathers official signatures necessary for certifications or other official records.



Milton Police Department
37 Bombardier Road
Milton, VT 05468
(802) 893-6171 Voice
(802) 893-6032 Fax



- Maintains confidential files to include NCIC Hot Files, Valcour, DMV accident reports, state and federal criminal record checks as needed.
- Acts as a coordinator in the gathering of information and reports for other Town Departments, correlating them into a format suitable for further review by Department Head.
- Process invoices for payment, maintains financial records and prepares financial reports for Department Head reference and or/approval.
- Operates a variety of office equipment, and may train other office support personnel in their proper use and care.
- Promotes and maintains responsive community relations.
- Ordering office supplies and inventory or supplies
- Other duties as assigned

Qualifications

Knowledge Skills and Abilities

Requires a working knowledge of business English, grammar, spelling and vocabulary. Computer skills, including word processing and spreadsheet software applications. Requires ability to type at a high rate of speed. A strong ability to communicate accurately and effectively, both orally and in writing. Must represent the department professionally and effectively when dealing with both public officials and the general public. Requires a consistent, accurate and discreet conveyance of information.

Education or Formal Training

Associates Degree required. May substitute two (2) years of work experience for education.

Experience

Two (2) years of work experience in administrative or office support required. Advanced courses in administration, management, human relations or related fields is desirable.

Equipment Used

Telephone, computer, printer, copier, fax, postage machine and other typical office equipment.

Working Environment and Physical Activities

A typical office environment that requires sitting a majority of the day. The ability to move and position boxes of the files to include bending, pushing, pulling, reaching, and occasional lifting up to 25 pounds.