TOWN OF SOUTH BETHANY
POLICE DEPARTMENT/PART-TIME, YEAR-ROUND ADMINISTRATIVE ASSISTANT
POSITION DESCRIPTION

TITLE:	**Administrative Assistant**
DEPARTMENT:	**Police Department**
REPORTS TO:	**Police Chief**
STATUS:	**Part-Time/Year Round**

General Summary: Under the direction of the Chief of Police, this individual performs all tasks and projects for the Town of South Bethany Police Department.

Duties (as directed by the Chief of Police):

- The Administrative Assistant serves as the assistant to the Police Chief.
- Entering data into numerous databases daily.
- Answering department telephone calls.
- Managing officers' work schedules.
- Reviewing all department employee timesheets.
- Preparing officer paperwork for Call of Calendar.
- Send reports to insurance companies as requested.
- Preparing monthly Town Council reports.
- Process parking violations.
- Follow up on unpaid parking violations.
- Managing all department grants.
- Ordering department supplies.
- Updating accreditation documents.
- Processing new recruits for the academy.
- Handling walk-in complaints in a courteous, professional manner.
- Other related duties.

Work Schedule
A minimum of 30 hours/week. The work week will be Monday through Friday 6 hours per day. There may be some occasional weekend work if necessary.

Required Knowledge, Skills and Abilities
Candidate must be proficient in Microsoft Office Suites.

Qualifications/Preferred Requirements
High school diploma, or equivalent, must be able to pass a criminal background check, a valid driver's license is required.