



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **POSITION DESCRIPTION – CHIEF OF POLICE**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. INTRODUCTION

The police Administrative Assistant occupies a critical position in that he/she provides the first point of contact with Town residents who telephone the police both in emergency and non-emergency situations. This is a non-sworn position.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The Administrative Assistant is under the direct supervision of and reports directly to the Chief of Police

A. General Purpose

The Administrative Assistant performs a variety of routine clerical, administrative and technical work in receiving routine and emergency information; keeping official records; and assisting in the administration of the code enforcement operating policies and procedures by keeping and maintaining files, preparing correspondence and contacting violators as appropriate. The Administrative Assistant assists the Chief of Police in preparing and compiling data and reports necessary for meetings and hearings.

B. Supervision Received

The Administrative Assistant works under the close supervision of the Police Chief.

C. Supervision Exercised

None

D. Essential Duties and Responsibilities

1. Answers all incoming telephone calls and ascertains nature of call, gathers all necessary information to relay as appropriate;
2. Oversees the general operation of the department's red light camera system and answers all calls concerning red-light camera enforcement. Reviews and approves the issuance of red light camera citations, including the input of data from the CJIS computer. Maintains files pertaining to the system. Attends periodic red light camera meetings hosted by the Howard County Police. Prepares cases for court and testifies as necessary when violators contest their citations in court.
3. Maintains a log on telephone communications, location of personnel and equipment; in the event of an emergency situation, maintains on- going contact with the responding personnel and keeps them informed of all incoming pertinent information; keeps track of various information such as street light out and streets closed and keeps emergency personnel informed; notifies Public Works of maintenance needs;
4. Maintains station work area and equipment in clean and working condition, orders office and police supplies as required;
5. Maintains files on parking violations, sends late notices to violators, places flags against vehicle registrations of Maryland registered violators who have ignored the citation, collects parking fines.
6. Operates listed office machines as required.
7. Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;

8. Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data to include the department's monthly UCR reports.

E. Peripheral Duties

1. Monitors activities in Town Hall, receives information from citizens and residents, takes appropriate action;
2. Assists in training new employees.

F. Desired Minimum Qualifications

1. Education and Experience
 - a. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting or bookkeeping; and,
 - b. One (1) year of increasingly responsible related experience, or any equivalent combination of related education and experience.
2. Necessary Knowledge, Skills and Abilities:
 - a. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; typing skills - 30 wpm desirable;
 - b. Some skill in operation of the listed tools and equipment; ability to handle multi-tasks;
 - c. Ability to effectively meet and deal with the public; ability to communicate effectively both verbally and in writing; ability to handle stressful situations.

G. Special Requirements

1. No felony convictions.
2. The ability to be certified and trained in the use of the NCIC, CJIS, MVA and NLETS computer systems and to maintain certification.

H. Tools and Equipment Used

Computer-aided systems; personal computer including word processing software; standard typewriter; copy machine; fax machine; radio.

I. Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
3. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

J. Work Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
2. The noise level in the work environment is usually quiet.

K. Selection Guidelines

1. Formal application, rating of education and experience; oral interview and reference check; job related tests, limited background check and fingerprinting may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

3. The job description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.