

**ADMINISTRATIVE SECRETARY
DRACUT POLICE DEPARTMENT**

(Job Description)

1. RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

- Maintain efficient operation of the Administrative Office for the Dracut Police Department.
- Receptionist duties: Fielding messages and requests for information that require the attention of the Chief and Deputy Chief of the Dracut Police Department. Coordinating and scheduling meetings for the Administrators with citizens, town government, and employees.
- Record Keeping: Maintain an efficient filing system for department records to include, but not limited to, employee personnel records, authorized department expenditures, budget details, outside vendor expenditures, and employee longevity.
- Clerical Duties: Prepare departmental correspondence when requested. Monitor and order department office supplies as needed. Collect, receive and process all department mail.
- Payroll Duties: Process Department payroll, calculate details.
- Billing: Prepare for approval all bills requiring payment, Verify invoices, prepare expense warrants, maintain all records related to expenditures, receipts and invoices. Prepare purchase orders for approval. Submittal of all billing related documentation to the appropriate designee.
- Budget duties: Maintain records relating to the department's budget. Responsibilities include; budget details, account summaries, monitor expenditures and balances within accounts, prepare budget reports and assist the Chief of Police in the preparation of the annual budget.

- Confidentiality: The position requires the handling and viewing of sensitive, protective, and confidential information. Only authorized information may be disseminated in accordance with applicable laws. Confidential information received may only be directed through the proper chain of command.
- Background Investigation: The position is within a law enforcement entity. Therefore, candidates must successfully pass a background investigation related to past criminal activity, and/or association with known criminals.

The position may also require a wide variety of other duties specific to the operation of the department, which are not inconsistent with those of a secretarial or clerical nature.

Recommended Minimum Qualifications

Education and Experience:

- Associate Degree or equivalent experience.
- Proficiency in typing, grammar, spelling, and arithmetic
- At least two years (2) years experience in office work requiring record keeping and extensive contact with the public
- Computer and other office equipment proficiency.
- Proficiency in Microsoft Word, Microsoft Outlook Express, and Excel.

Preferred Qualifications

- Prior employment in a law enforcement agency
- Prior experience with Police/Dispatch specific software programs
- Previous experience in municipal accounting and/or purchasing and acquisition
- Familiarity with Massachusetts Public Records Law
- This Job Description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.