

Perkins Township

JOB DESCRIPTION: Administrative Assistant/Records Clerk, Full-Time
Police Department

SALARY RANGE: \$18.00 - \$20.00 per hour

SUPERVISOR: Chief of Police

GENERAL PURPOSE:

This position assists the public at the main lobby window of the Police Department with processing records requests, submitting and uploading reports online, and redacting information if required by Federal or State law. Will perform general office duties such as ordering supplies, maintain records management system, and basic bookkeeping work. This position must maintain the highest level of confidentiality and sensitivity.

Essential Job Functions:

- Greet the public as they enter the building and direct to appropriate Departments.
- Conduct record keeping duties including responding to requests for public records, submitting and uploading reports online, redacting information if required by Federal or State law.
- Assist in preparing investigative case files for the prosecutor's office.
- Prepare statistical data for the office of the Chief of Police or designee.
- Hold current status of LEADS practitioner.
- Help locate NIBRS errors, incomplete reports, and other administrative duties in regard to official police reports.
- Perform full range of secretarial and administrative support function for the Chief of Police or designee.
- Prepare invoices, reports, memos, letters, financial statements, and other documents using Word, Excel, UAN, and other databases as required.
- Order office supplies, maintain records management system, and perform basic bookkeeping duties.
- Perform a variety of research, investigative, statistical, and analytical tasks relating to administrative processes and responsibilities.
- Assist with Police Department budget development, monitor expenditures, and maintain expense reports.
- Provide information to the media as requested and receive and evaluate public information requests. Direct requests to the appropriate staff member if needed.
- Review timesheets for submission to the Chief of Police or designee.
- Assist in grant writing preparation or reporting.
- Open, sort, and distribute incoming correspondences, including mail, faxes, and emails.
- Maintain regular and punctual attendance.
- Maintain a professional appearance and attire.
- Perform other duties and accepts responsibilities as may be directed.

Skills and Qualifications:

Effective Communication Skills, verbally and in writing
Detail Oriented
Confidentiality
Data Entry Skills – collection, analysis, and management
Customer service, problem-solving, and conflict resolution skills
Understand and follow oral and written instructions
Work independently and assist with multiple projects and priorities
Work under pressure with interruptions and challenging deadlines

Organize and prioritize work assignments
Record keeping and filing capabilities
Ethical Conduct
Work as a team member to promote a positive work environment
Proficient in word processing, spreadsheets, and database software
Ability to operate standard office equipment

Education

High School education or GED equivalent
Working knowledge of computers and software programs and other general office equipment
Standard knowledge of office principles, procedures, etiquette, and equipment
Two years of clerical experience, preferably involving the public industry
Basic accounting and math skills

Other Requirements

Valid Ohio driver's license
Proof of Citizenship and/or eligibility to legally work in the United States
Subject to random drug, alcohol, and nicotine screenings

Physical Requirements

The conditions herein 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 perform the essential job functions.

1. Sit, stand, or walk for extended periods of time
2. Hear in the normal audio range with or without correction and when working around equipment
3. See in the normal visual range with or without correction
4. Verbally communicate in person, on the phone or in writing
5. Must possess mental acuity for attention to accuracy and detail
6. Occasionally stoop, bend, kneel, crouch or twist
7. Reach horizontally and above shoulders
8. Possess general manual dexterity with hands and fingers
9. Ability to lift or move light objects (up to 25 pounds)
10. Must be able to use step stools and ladders to store and retrieve items of various sizes, shapes and forms
11. Ability to enter and exit vehicles

Work Environment

1. Work office setting is quiet to moderately quiet
2. Office temperature is comfortable but can fluctuate
3. Occasionally required to participate in outdoor functions
4. May be necessary to work extended hours
5. Frequent interaction with the general public

Selection Guidelines

Completed formal application received not later than 3:00pm on December 30, 2022
In-person interview
Reference and background checks
Pass pre-employment drug and nicotine screening
Able to be bonded

Interested applicants must fill out an application and return to:

Perkins Township
ATTN: Ashley Ohlemacher
2610 Columbus Ave.
Sandusky, OH 44870.

Applications are located at our website: www.perkinstownship.com

Application deadline is December 30, 2022, at 3:00pm

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

Perkins Township is a Drug Free and Nicotine Free Workplace.

The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.

Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.