

**Town of Windermere**

**Job Description**

**JOB TITLE** **Police Clerk/Administrative Assistant to the Chief of Police**

**DEPARTMENT** Windermere Police Department

**PAY CLASSIFICATION** Beginning annual salary $41,600

**JOB SUMMARY** The Police Clerk/Administrative Assistant to the Chief of Police performs clerical tasks including data entry and information sharing, filing, computer functions, records management/retention, typing, fingerprinting, and answering telephones. This is not a supervisory position.

**DIRECT REPORT** Chief of Police

**ESSENTIAL JOB FUNCTIONS** The following duties are not inclusive of all duties for this position. The incumbent may be required to perform other related duties as directed by the Chief of Police. This is a position that requires the incumbent perform all the tasks while organizing the workload that allows for maximum efficiency and cooperative work effort.

* Composes and types routine and non-routine correspondence, memos, reports and other documents as directed and independently
* Schedules and coordinates appointments
* Receives and screens telephone calls and visitors; routes to appropriate individuals
* Sorts, separates, and arranges files, reports, letters, and other documents and material for the police department
* Ability to create administrative reports from data base systems
* Verifies correct input and retrieval of information, to include citations and case reports, from a complex filing system through electronic or other systems
* Compiles UCR statistics, and reports them to FDLE as required
* Records statistics for monthly reports
* Promote current records management techniques to assure availability of vital information, compliance with state laws, and cost effective storage
* Processes and disposes of records in accordance with established State of Florida Statutes, regulations and procedures
* Establishes and maintains security procedures
* Works with sensitive and confidential information; maintains confidentiality of such information requiring a high degree of discretion and confidentiality
* Knowledge of the use of personal computers, fax machines, telephones and other office equipment, and maintains contact with vendors to ensure equipment is maintained in proper working order and scheduled maintenance is performed as necessary
* Makes recommendations concerning equipment and supplies
* Operates NCIC/FCIC
* Coordinate or assist with community/special events
* Provides assistance to staff on projects as needed
* Receives, sorts, and routes mail
* Provides fingerprinting and notary services to the public as needed

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

* Business English, spelling and grammar
* Public Records Law
* Good to extensive knowledge of Microsoft software applications (Excel, Word, Access, PowerPoint, Outlook)
* Basic arithmetic
* Office practices and procedures

**Ability to:**

* Work as a team player; and interpersonal skills for dealing with diverse groups including the general public, co-workers, and other law enforcement agencies both on the telephone and in person.
* Operate all levels of office equipment including facsimile machine, copy machine, camera, telephone, and various computer systems requiring visual and muscular dexterity and hand/eye coordination for extended periods while sitting.
* Make simple mathematical calculations; make inferences from written and verbal materials; attention to detail; sort, separate, arrange, bend, stoop, file and distribute various reports, files, or materials in a prescribed manner; produce original correspondence requiring proper sentence structure, grammar, and punctuation.
* Maintain confidentiality within the parameters of law enforcement ethics.

**Desirable Attributes:**

* Bilingual (English and Spanish), both reading and writing
* Experience in law enforcement environment

**EDUCATION/EXPERIENCE** High school diploma or general education degree (GED); and Associate’s degree, or a minimum of 60 college credit hours, from an accredited college and at least two years of clerical experience.

**LICENSES/CERTIFICATIONS**

**OR REGISTRATIONS** None are required.

**EQUAL OPPORTUNITY**

**EMPLOYER** The Windermere Police Department does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, sexual orientation, marital status, or disability.