



JOB DESCRIPTION – TOWN OF KURE BEACH

IDENTIFYING INFORMATION	
Job Title	ADMINISTRATIVE ASSISTANT
Department	Police
Salary Band	12
Hiring Authority	Police Chief
Reports To	Police Chief
FMLA Status	Non-exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday, 9 am to 5 pm
Hiring Range	\$44,101.98 to \$70,562.96/ midpoint \$57,332.34
Effective Date	July 1 2023

GENERAL OVERVIEW
<ul style="list-style-type: none">- Responsible for providing administrative assistance to the Police and Fire Department.- Work involves data entry, organizational and multitasking skills, ability to prioritize and problem solve, and public contact.- Considerable tact, courtesy and discretion are required along with initiative and independent judgment.

SUPERVISION
<ul style="list-style-type: none">- Work is performed under supervision of the Police Chief and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">- Provides receptionist duties by answering incoming calls; greeting the public; providing general information to citizens; forwarding calls to proper persons or department; taking messages when necessary and performing other responsibilities as assigned by the Police Chief.- Provides administrative assistance as needed for typing, filing, mailings, copying, supply orders, and document and equipment inventory.- Assist Police Chief with scheduling and maintenance of officer time sheets, uniform and equipment order processing.- Maintain internal tracking sheets as required (ex. uniform, equipment, etc.).- Initiates purchase orders and maintain accounts payable files.- Provide administrative assistance as needed to all Police Department Officers.- Assist as needed with the evidence room and evidence locker as directed by Police Chief and/or Detective.- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be proficient in and have a strong working knowledge of the following programs:

- Microsoft – Word and Excel.
- ICS – purchase order and data entry.
- RMS – must have strong working knowledge of the systems capabilities and functions and what may be released as public information.
- DCI – maintain certifications for Module 1 and Module 2, assist with running cases for disposition for evidence disposal, assist with running criminal history's for all Officers for court purposes.

- Working knowledge of standard operating practices involved in modern office operation and serving the public.

- Working knowledge of computer operations to include Microsoft Word, Excel, and Outlook and Windows operating system.

- Ability to communicate effectively with elected officials, members of the public, other law enforcement agencies and town employees.

- Ability to respond to inquiries from the public in a professional and discreet manner.

- Ability to create and maintain accurate records, reports and to establish and maintain effective work relationships.

- Accuracy and attention to detail in the entry of data and compilation of records.

EDUCATION AND EXPERIENCE

- High School diploma or GED required.

- College preferred/recommended.

- Excellent verbal and written skills.

- Some experience in a work environment involving public contact.

- Familiarity with Microsoft Word/Excel and current windows operating system.

- Multi-tasking and organizational skills.

SPECIAL REQUIREMENTS/CERTIFICATIONS

None

PHYSICAL/CRITICAL REQUIREMENTS

Physical Ability

- Ability to sit continuously at a computer terminal or reception station for periods of two hours.

- Ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; reach into file drawers in standard four drawer filing cabinets; lift 10lbs; and work in an outdoor area during events as needed.

- May be subject to background investigation, medical exam, and drug testing.

PHYSICAL/CRITICAL REQUIREMENTS (cont.)

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

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 a logical assignment to the position.

This job description does not create an employment contract, implied or otherwise.