

Police/Fire Administrative Assistant

The Town of Signal Mountain is accepting applications for the full time position of Police/Fire Administrative Assistant. This position is under the supervision of Fire Chief and Police Chief. Starting Salary-\$14.06 to \$14.77 per hour, depending on qualifications. Application and job description available at www.signalmountaintn.gov or the Town Hall, 1111 Ridgeway Ave., Signal Mountain . Applications deadline- December 4, 2015 at 4:30 pm. EEOC employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Police/Fire Administrative Assistant
Division/Department: Fire/Police**

Purpose:

Employee performs administrative, clerical and technical work as necessary for the Administrative Officers of the Police and Fire Departments. This position is under the supervision of the Fire Chief and Police Chief

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Maintain confidentiality about information learned on the job.

Facilitates the efficient operation of the departments lobby area. Greets and directs all visitors, including vendors, clients, job candidates and customers.

Provide support for Police and Fire Department Administrative Staff such as, typing, data entry, scheduling, answering phones and filing

Understand or possess the ability to learn the department's policies and procedures.

Accurately format, prepare, proof read, edit and distribute correspondence, reports, forms and other documents.

Answer telephones and provide information to callers, take messages, or transfer calls to appropriate individuals

Prepare logistics for meetings, workshops, and other department sponsored events.

Maintain a variety of complete and accurate files for the departments.

Compile data and prepare reports as required by the departments.

Schedule the use of the Training Room

POLICE/FIRE ADMINISTRATIVE ASSISTANT

Perform associated duties in the absence of the Police Records Clerk. Duties may include but are not limited to:

Review and classify incident reports and enter into police record, TIBRS System.

Prepare lists and brief narratives of arrests, incidents, accidents, and burglar alarms for monthly report.

Ensure the department is compliant with police records system regulations, including NCIC, TCIC and TIBRS.

Validate records entered in NCIC system.

Process and respond to public records requests.

Required Knowledge and Abilities:

Knowledge of the Town's data processing equipment and accounting software.

Proficient in technical software programs including Microsoft Office, adobe, website maintenance, social media and word processing software.

Ability to establish and maintain effective working relationship with the public and other employees and interact with the public in a variety of situations.

Ability to keep detailed records and prepare technical reports, statistical information and other reports, create documents, spreadsheets, presentation materials, etc.

Equipment:

Computer, printers, scanner, fax machine, copy machine and other office equipment.

Educational Requirements:

Specialized training beyond high school normally gained in a program of less than 18 months' duration. Ability to attain and maintain certifications such as NCIC/TCIC and TIBRS.

Experience Required:

A minimum 2 years of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an office environment involving public contact.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

POLICE/FIRE ADMINISTRATIVE ASSISTANT

Writing Skills Required:

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions, taken or results by writing one or two brief sentences. Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department results.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to citizens, visitors, callers, supervisors, or other employees. Interview or discuss detailed information frequently involving citizen problems or complaints.

Job Related Communication:

Within the department – daily
With employees in other departments – daily
With employees in other organizations – monthly
With the public – daily

Planning & Scheduling:

Limited – some planning of own activities is required.

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Working Conditions:

On average 10 percent standing, 10 percent walking, and 80 percent sitting. Approximately 0-20 lbs. may be required lifting.
Lifting frequency – some
Bending – some
Pushing and/or pulling loads – none
Reaching over head – some
Kneeling – some
Crawling – none
Climbing ladders – none

POLICE/FIRE ADMINISTRATIVE ASSISTANT

Mental/Visual Effort:

Typing/CRT – very frequent
Attention to detail – very frequent
Monitoring equipment – none
Detailed inspection – none
Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – none
Dangerous equipment – none
Chemicals – none
Noise – some
Physical effort/risk –none

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