



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

A. SUMMARY

The Administrative Assistant of the Stratham Police Department falls under the Chief of Police and provides clerical and administrative support to management level personnel. He/she has the responsibility for the general maintenance and security of department personnel information and maintains all necessary files, including all financial records.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Administrative Assistant to:

1. Act as the initial agency contact person by greeting visitors at the lobby and handling various requests from the public.
2. Answer all incoming calls and disseminate information/messages to the appropriate individuals, to include dispatching patrol units to emergency and non-emergency calls for service.
3. Keep personnel informed of any pertinent information or situation via email or page as deemed necessary.
4. Schedule police details as needed and handle all bookkeeping associated with billing, accounts receivable and collections for those details.
5. Provide for the efficient day to day operation of the office.
6. Process all pistol permit applications, including background checks.
7. Assist with the CALEA or NH State Law Enforcement Police Accreditation process as determined by the Chief of Police.
8. At the direction of the Chief of Police, plan and attend various community events.
9. Support the Training Officer in scheduling personnel for training and related accommodations, and also entering training completion/certificates into the department's record system.
10. Review and post weekly police logs onto department website.
11. Maintain NCIC files and ensure they are properly accounted for.
12. Completing fingerprint cards on all arrests and disposition sheets, and submitting them to the State in a timely fashion.
13. Responsible for tracking and managing various State or Federal Grants (filling required shifts, submitting all required paperwork to the State).
14. Ability to work in a high stress environment, and to handle incoming emergencies either via telephone or walk in.

15. Create a monthly report for the Select Board outlining budgetary and operational costs, as well as department statistics in relation to calls for service.
16. Provide the Chief of Police with up to date budget reports and responsible for monitoring line items to avoid overspending.
17. Strong working knowledge of the "Right to Know" laws of the State of New Hampshire and the release of records in accordance with department policy, and state and federal laws.
18. Update and maintain the Department's social media and website content with prior approval from the Chief of Police.
19. Attend Department meetings as requested and transcribe minutes of those meetings.
20. Assist the Police Prosecutor with ALS continuances, discoveries, subpoenas and other miscellaneous related paperwork as needed.
21. Lock or otherwise make secure all files, office doors, and other places of safe keeping, and forward telephone lines at the conclusion of the tour of duty.
22. Maintain strong working knowledge of Stratham Police Department computerized records management system.
23. Review employee time sheets and process payroll for all employees.
24. Process and enter all bills, receipts and vendor payouts;
25. Prepare and maintain:
 - a. All files designated by the Chief of Police
 - b. A record of all sick, vacation, personal leave, etc.;
 - c. A current record of the names, addresses and telephone numbers of all members and employees, and the badge numbers of all officers;
 - d. A telephone directory of all companies and persons who have hired police officers for paid details;
26. Prepare and type correspondence as requested by the Chief of Police or Lieutenant/Administrative Officer.
27. Maintain sufficient office supplies to ensure the offices' efficient operation, with approval of the Chief of Police.
28. Assure proper maintenance and functioning of various office machines, including copiers and typewriters.
29. Maintain security of all records and ensure Department policies are followed and also ensure State laws are adhered to as far as the disposal of confidential police records.
30. Keep all information which relates to departmental business confidential.
31. Prohibit the removal of any record, police report or written communication without the specific authority of the Chief of Police.
32. Obtain a receipt when records are removed or materials are picked up from the records area.
33. Maintain a ledger with all credits, debits and any balance of monies (if applicable) on hand.
34. Perform other such duties as assigned by the Chief of Police or his/her designee.