

TITLE: Administrative Assistant

Desirable Qualifications:

1. Personnel and payroll experience
2. Bachelor's degree in accounting/human resources or related field
3. Experience in an office environment
4. Attention to details and ability to effectively manage multiple tasks
5. Proficiency in use of office equipment, computer, facsimile, copier, etc.
6. Proficiency in computer applications including Word, Excel, PowerPoint, Google applications, internet and email
7. Proficiency with setting priorities and performing tasks proactively
8. Ability to meet deadlines and set time tables for efficiency
9. Demonstrate and possess effective interpersonal skills and work as a member of a team
10. Conduct oneself in a professional manner
11. Confidentiality is crucial in this position.
12. Associates Degree required
13. Stenotype/transcription experience preferred

REPORTS TO: Chief of Police

JOB GOAL: Reports directly to the Chief of Police. Confidentiality is crucial in this position. The nature of this position deals with extremely confidential matters both involving employees and external situations. Confidentiality must always be maintained .

RESPONSIBILITIES:

1. Responsible for payroll & extra details, submitting to Town Treasurer every other Thursday.
2. Paying all bills for the Police Department, keeping track of all balances on hand.
3. Turning over all monies received to the Town Treasure every Thursday (money received for accident reports, incident reports, gun permit, FID cards, Alarm By-Law fees, Extra Details, Commonwealth of Massachusetts for default warrants, testifying fees, etc.).
4. Responsible for the billing of extra details that the police officers work, keeping track of when they are paid.
5. Keeping track of grant money as it is received and money that is paid out. Have knowledge of paperless system used by the Federal Government to obtain monies and have them wired to the department's bank account.
6. Helping the Police Chief plan for his budget from fiscal year to fiscal year (expenses, equipment, salary, special investigations, travel/training and various other accounts).
7. Typing correspondence for the Chief of Police such as letters, memos, grants, and daily shift assignment schedules, and all miscellaneous correspondence, various forms.
8. Updating schedules for police worked hours.
9. Opening and sorting all incoming mail.
10. Ordering supplies when needed.
11. Keeping track of employee's attendance records (vacation time, sick days, personal leave days, HDO's PA days, etc.).

12. Marking the alarms paid in the IMC System as the money is received and billing for false alarms on the 1st of every month.
13. Calculating figures for the monthly report to the Board of Selectmen and preparing the narrative for the same report (due each month to the Board of Selectmen by the 15th of the month).
14. Entering all training information into IMC system as employees attend in-service training and other courses.
15. Post clothing allowances at the beginning of each month so that employees know how much money they have left to spend.
16. Knowledge of IMC system for reading the police log every morning, noting anything critical and informing the Chief of Police on a daily basis.
17. Posting attendance information list at the beginning of each month so that employees know how much vacation time, personal days, sick time, etc., employees have left.
18. Transcription of internal investigations as needed.
19. Setting up new employee's personnel files and keeping them up to date with employee information (personnel, medical and training).
20. Working knowledge of computer programs that may assist in the efficient organization and processing of department records and reports.
21. Perform all other reasonable duties as requested by the Chief of Police
22. Communication, phone etiquette, message taking
23. Responsible for assembling, generating and verifying Police Department accounts payable warrants and detail billing
24. Willingness to adjust to the changing needs of the department, with the flexibility to meet those work needs and demands

EEO

The Swansea Police Department provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**SWANSEA POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

PERSONAL DATA				
Position Applying For:			Today's date:	
Name (Last, First, middle)				
Street Address:		City	State:	ZIP
Date of Birth:		Social Security Number:		
Do you have a driver's license?:		License State:	License #:	
Home Telephone:		Cellular Phone:		
Date you can start work:				
Are you authorized to work in the U.S. on an unrestricted basis?				
Have you ever been convicted of a crime? If yes, explain				
Have you viewed the essential functions of the job? Can you perform the essential functions of the job with our without reasonable accommodations?				
EDUCATION				
Please list any education or training you feel relates to the position applied for that would help perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training				
	School Name	Degree/Diploma	Address	Dates Attended
High School				
College/Other School				
College/Other School				
College/Other School				
SPECIAL SKILLS				
List any special skills or experience that you feel would help you in the position that you are applying for.				
REFERENCES: List three professional references not related to you, with full name, address, phone number, and relationship.				
Name:	Address:	Phone:	Relationship:	
Name:	Address:	Phone:	Relationship:	
Name:	Address:	Phone:	Relationship:	

WORK HISTORY

Start with your present or most recent employment and work back. Use separate sheet if necessary. Include paid and unpaid positions

Job Title #1:	Start Date:	End date:
Company Name:	Supervisors Name:	Phone:
City	State:	Zip
Duties:		
Reason for Leaving		
May we contact your present employer?		

Job Title #2:	Start Date:	End date:
Company Name:	Supervisors Name:	Phone:
City	State:	Zip
Duties:		
Reason for Leaving		

Job Title #3:	Start Date:	End date:
Company Name:	Supervisors Name:	Phone:
City	State:	Zip
Duties:		
Reason for Leaving		

Job Title #4:	Start Date:	End date:
Company Name:	Supervisors Name:	Phone:
City	State:	Zip
Duties:		
Reason for Leaving		

Job Title #5:	Start Date:	End date:
Company Name:	Supervisors Name:	Phone:
City	State:	Zip
Duties:		
Reason for Leaving		

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal.

Applicants Signature

Date



Town of Swansea, Massachusetts
Police Department



George Arruda

Telephone (508) 674-8464

Fax (508) 674-8463

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to duly authorized agent of the Swansea Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and salary records; housing records; real and personal property tax statements and records, and other financial statements and records wherever filed; records or complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history or my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Swansea Police Department to consider in determining my suitability for employment by that Department.

It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above is not intended to deny access to any record not specifically identified herein.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Swansea Police Department. I have had explained to me, and I full understand that refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

A photocopy or a facsimile (FAX) of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____

Address: _____

Date of Birth: _____ SS#: _____

NOTARY PUBLIC

MY COMMISSION EXPIRES