

JOB DESCRIPTION

Ross Township Police Department Administrative Assistant

POSITION SUMMARY

This position assists the Police Chief and officers with clerical duties and administrative support. Computer skills using Microsoft Office products are necessary to prepare police briefs and crime statistic reports required by the Ohio Attorney General Office. The position maintains a high degree of independence, initiative, and interaction with all factions of Ross Township. Duties of the position are performed under the general direction of the Police Chief. The position is part-time and classified as hourly/non-exempt and shift work is required, and weekend and overtime work are not required. Pay Rate: \$16.00 Hr.

MAIN RESPONSIBILITIES

- Answering the phone, dispatching officers.
- Taking residents reports. Maintain a record of incident and accidents reports. Upload accident reports to Carfax on a daily basis.
- Reply to Freedom of Information requests from residents, lawyers, insurance companies and reporting agencies.
- Accepting court subpoenas from outside jurisdictions and assuring that off duty officers are notified of court dates and times.
- Maintaining and updating the Ross Township Police Facebook Page.
- Assist in organizing community outreach programs and other police programs.
- Taking photographs at township events.
- Occasionally use township vehicles to deliver and pick up material and correspondence from other agencies. Deliver and pickup vehicles in need of service from dealers and repair shops.

- Computer skills using Sundance/OHLEG Reporting Systems, Microsoft Word and Excel to prepare monthly police briefs and to tabulate crime statistic reports required by the Ohio Attorney General Office.
- Position maintains a high degree of independence, initiative, and interaction with all factions of Ross Township.

MINIMUM QUALIFICATIONS

Must be at least 21 years old, have a high school diploma or GED. Must be competent to carry out oral and written instructions; write and speak effectively; possess good general intelligence and emotional stability; show a willingness to cooperate with township officials and other police officers and a willingness to learn and increase skills to accomplish new assignments. Must possess and retain a valid operator's license and be insurable through Ross Township's insurance carrier.