

# NEW BRITAIN TOWNSHIP

**Job Title:** \*Part-Time Municipal Services Secretary    **Date:** August 2019

**Status:** Part-Time 10:00am-2:00pm

**Department:** Police

**Supervisor:** Police Chief

**Examples of Work - This is not an exclusive list but merely a few examples:**

Duties include police front desk receptionist duties as well as answering phones, assisting residents with service requests, police dispatch, operating various computer programs, typing, filing, and assisting police personnel. Other duties as assigned by supervisor and/or department head.

**Examples of Work - This is not an exclusive list but merely a few examples:**

Answers police telephone lines and assists the public with complaints and information. Complaints handled at this level include all necessary reports. If the complaint cannot be handled at this level, it must be dispatched to the officer on duty.

Types all accident and investigative reports using the Alert record keeping computer system.

Types departmental correspondence as needed.

Files all reports including all case files, reports, all incoming and outgoing correspondence. Maintains an orderly filing system including making appropriate case folders.

Records and files citations issued by officers and preparing them for magistrate's office.

Handles all requests for solicitation within the township, including collecting appropriate fees.

Processes fingerprint cards and forwards them to the state police and the FBI for analysis.

Provides security clearance checks for businesses and other governmental agencies. If there are any problems, contacts the Chief of Police for clarification.

Handles all requests from attorneys and insurance companies for copies of reports and collects appropriate fees including retrieving information from archived files.

Maintains and properly posts district and county court schedules for officers. Assists the Chief in reminding officers of court appearances.

Process Record Expungements and forward notice of expungement to PA State Police Monthly.

Notifies appropriate offices of reported road repairs and/or sign maintenance and maintains a log of reports and notifications.

Maintains alarm ordinance file and business list and notifies violators as necessary.

Maintains an ongoing account of statistics that are used for the monthly and yearly reports.

Maintains monthly and yearly reports for Board of Supervisors.

Prepares and up-loads monthly UCR (Uniformed Crime Report) with State Police.

Maintains a calendar of appointments for the Chief of Police. Advises daily of upcoming appointments.

Maintains a neat and presentable work area.

Staff command post (as required) during emergency situations

Performs other related duties as required.

**Essential Functions:**

To maintain a positive public service attitude at all times;

To establish and maintain effective working relationships with co-workers, township residents, the general public, etc;

To be punctual

To maintain privacy of persons who have contact with the department.

To maintain privacy of confidential mail, correspondence and/or files;

Must be flexible to work additional hours as needed.

To accurately type 45 wpm

**Job requires the physical ability to do the following:**

To function in activities involving walking, bending, reaching, and climbing stairs.

To sit, stand, and walk from one place to another;

To lift and carry up to 25 lbs.;

To see and hear;

To speak and write English fluently.

**Required knowledge, skills, and abilities:**

Ability to work with limited supervision

Knowledge of computer processing software

To accurately type a minimum of 45 wpm.

**Minimum Qualifications**

A high school diploma and two years secretarial experience; or

Three to five years related experience and/or training; or

Equivalent combination of education and experience.

**\*This position is subject to pre-employment physical, drug screening, and background check.**