

CONFIDENTIAL ASSISTANT TO POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Chief of Police and providing clerical assistance to the department which involves exercise of independent judgment, a general understanding of specific laws, rules, procedures and policies and responsibility for screening incoming requests for information either in person, telephone, mail or electronically, and providing information or directing requests to appropriate police or other village officials. The work requires extreme emotional stability to obtain accurate information in cases involving emergencies. Most of the work is of a highly confidential nature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Types, processes, indexes, sorts, records and files a variety of confidential and public files, records and reports. Types material from copy, rough draft and other detailed instructions. Checks written reports for clerical accuracy and details. Prepares routine correspondence and gathers information for records requests. Acts as a receptionist and makes necessary staff appointments.

Receives telephone, two-way radio or personal reports requiring police or other public service. Operates two-way radio equipment connected with police and local government operations. Makes immediate or prompt decisions concerning reports received and relays them to the proper police or other officials for handling.

Makes files searches, handles and distributes incoming mail. Receives and provides information of a technical nature in dealing with numerous law enforcement agencies and occasionally with lawyers, judges and prosecutors.

Processes all FOIL requests that are received by the Department.

Collects parking ticket fines, issues receipts, and maintains records in connection therewith. Completes monthly reports covering police activities, crime reporting and calls for service.

Monitors the computer software systems utilized by department such as TRACS, Livescan, PD Manager, ejusticeNY Portal and others.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, organizational reporting and communication, understands current principals, procedures and terminology of law enforcement; advanced working knowledge of keyboarding and competency using personal computer and standard office application software programs with accuracy, working knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data for preparation of detailed reports; working knowledge of the history, principles and objective of local public safety programs and ability to establish and maintain cooperative relationships with private and public agencies; ability to meet with the public in person and by telephone with tact and courtesy; ability to use and understand two-way radio procedures as applied to police, fire and other governmental operations; ability to understand and carry out oral and written instructions; willingness to maintain the security required in dealing with and having access to highly confidential files and information; ability to communicate effectively both orally and in writing and work calmly in stressful situations with good judgment; physical condition commensurate with the

demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a New York State or regionally accredited college or university with a Bachelor's degree in Criminal Justice, Public Administration or Business; or
- b. A minimum of 60 hours from a regionally accredited college in Business, Criminal Justice or Public Administration and one year experience in working at a business that deals with the public.

Jurisdiction Class:	Competitive
Civil Division:	Village
Adoption by PO:	11/14/06
Revised by PO:	9/20/11
Revised by PO:	6/29/16

