

TOWN OF BRIDGTON
Public Safety Administrative Assistant

POSITION NARRATIVE

This position is responsible for the following:

1. Attends to the Public Safety counter, answers questions, provides information, and collects payment of various fees for Public Safety related business.
2. Grant management
3. Assist public with reporting, statements & documents, resources, FOAA, and other items as needed.
4. Maintain daily operations and functions of the department; answer phones, email, incoming/outgoing mail, supplies, reporting, record keeping functions.
5. Assist on duty Officers and Chief with daily needs and projects.

Employee in this position performs under the general supervision of the Police Chief with considerable independence of action in accordance with applicable laws and following generally accepted public safety practices. Work is reviewed through observation, verification, and through evaluations.

SUPERVISION

This position is supervised by the Police Chief & Fire Chief

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)

Essential Functions:

Staffs the Public Safety lobby window providing information to citizens, taking first reports of crime, scheduling appointments for Public Safety staff, and issuing various burn permits and permits to operate to an inspection station.

Answer's telephone and handles routine inquiries about the Police and Fire Departments as authorized or refers it to proper department official for answer or action.

Compiles the information necessary for and administer the issuing of concealed weapons permits.

Is responsible for receiving payment and issuing receipts for concealed weapons permits, fingerprinting, payment of parking tickets, and other daily business.

Created:

Coordinates with Public Safety Department heads regarding current grants and upcoming applications.

Manages Police Department Grants including but not limited to Bureau of Highway Safety funded speed/impaired driving/distracted driving enforcement.

Maintains crime reporting information by auditing law reports and sending data to the appropriate Federal/State/Local agencies.

Manages the Public Safety office regarding supplies and equipment.

Maintains accurate and orderly files for police investigations and arrests.

Generates of weekly Police activity press log.

Maintains Police Department Website.

Make all necessary arrangements for Police Department business including training, travel, and meetings.

Assists in new hire coordination, training, and orientation.

Coordinate's equipment purchase bids and process.

Issue Town Identification cards for all employees and volunteers.

Assists the Fire Chief with clerical work associated with the departmental matters.

Assist Animal Control Officer with reporting, equipment, and operations.

General

Performs general clerical duties such as typing, filing, word processing, spreadsheets, data entry and data retrieval.

Willingness to accept supervision and to understand directions given by supervisor.

Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted practices.

Assists the Police Chief, Fire Chief with preparation of the annual budget.

Performs any other duties as assigned.

Created:

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION

Ability to pass a thorough background, polygraph, and physiological test.

Ability to maintain confidentiality concerning all public safety matters and to keep current on certifications for Criminal Justice Information Services (CJIS).

Functional knowledge of the National Incident-Based Reporting System.

Knowledge of current laws and updates regarding Maine Freedom of Access Act (FOAA).

Knowledge of Office tools such as Microsoft Office, MS Word, MS excel and the Spillman records system.

Ability to establish and maintain effective working relationships with other Town Officials, employees, and the public.

DESIRABLE EXPERIENCE AND TRAINING

Bachelor's degree in Criminal Justice or any equivalent combination of experience and training.