



Town of Hillsborough Positions Descriptions Executive Assistant

Department: Police
FLSA Status: Non-exempt, Confidential

Bargaining Unit: Unrepresented
Revision Date: 8/3/00

GENERAL PURPOSE

Under general supervision of the Police Chief, performs a variety routine and complex administrative tasks requiring knowledge of Town procedures and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Provide a high level of customer service when assisting the public and coworkers with questions concerning police procedures and general information in person, by telephone and in writing;
- Compiles information and materials in accordance with established formats;
- Drafts and edits routine correspondence and reports;
- Reviews documents and other records to ensure accuracy, completeness and conformance to applicable laws, and department rules and regulations;
- Maintains and updates department filing systems;
- Records minutes of meetings;
- Prepares and submits payroll records;
- Schedules meetings for staff;
- Makes travel arrangements for staff;
- Assists with recruitment processes to select department employees;
- Oversees activities of temporary staff;
- Assists with the performance of clerical functions in other departments as needed.

DESIRED MINIMUM QUALIFICATIONS

Candidates for the position should possess the equivalent of a high school diploma, and five years of experience working in an office environment. Knowledge of office practices and procedures including filing systems; record-keeping; basic mathematics; proper correspondence formats and composition; spelling; grammar; and workplace safety procedures; Skills to operate computer programs including word processing, desktop publishing, database and spreadsheet applications, and other office equipment; Ability to provide the highest levels of customer service; communicate effectively with coworkers and members of the public; establish and maintain working relationships; understand and carry out oral and/or written instructions; prepare concise and accurate reports. Previous records management experience is desirable.

City Manager: _____ Date: _____