



## Town of Hillsborough Positions Descriptions Executive Assistant

Department: Police  
FLSA Status: Non-exempt, Confidential

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

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### **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: \_\_\_\_\_