

THOMAS TOWNSHIP EMPLOYEE JOB DESCRIPTIONS

Fire/Police Department

PUBLIC SAFETY CLERICAL

Adopted:

1/5/1998

Amended:

5/1/2000

1/9/2006

1/7/2013

6/3/2019

3/17/2026

Summary:

Perform a wide variety of responsibilities with considerable independence. Must be able to learn and work within the operations of a law enforcement agency and a fire department. This position has frequent contact with the public and requires good public relation skills including maintaining reasonable control when working with citizens who may display hostile attitudes.

Supervision Received:

Work is performed under the general supervision of the Fire Chief or Police Chief as assigned.

Responsibilities and Essential Duties and Functions:

An employee in this position may be called upon to do any or all of the following essential duties: *(These examples **do not** include **all** duties which the employee may be expected to perform).* To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform secretarial functions such as typing, filing, drafting letters; and using fax, copier and other office machines. Skilled in Microsoft Office products such as Word, Excel, Access and Power Point. Capable of becoming proficient in specialized computer software programs as needed.
2. Handle and maintain confidentiality of many personal, criminal, health and driving records between Federal, State, County and local agencies.
3. Type and maintain confidentiality of video/audio recordings relating to various crimes.

4. Answer the telephone and screen calls to proper channels and greet visitors. When possible, answer department questions that require no interpretation of policies, laws or codes. Answer complaints. Provide routine and repetitive technical information.
5. Operate computer and software programs to maintain essential and accurate information for the departments as assigned. Enter all fire, medical and police reports including other documents as directed. Interact with other Local, State and Federal agencies as it relates to either the fire or police department.
6. Maintain an efficient filing system.
7. Receive and write minor citizen walk-in or called in police reports that require little or no further investigation; most commonly referred to as insurance reports.
8. Maintain inventories of all office supplies and forms as directed.
9. Send warrant letters to subjects notifying them that charges have been filed.
10. Record court dates for officers and prepare material needed for court. Notify officers of cancellations and reminders.
11. Print tickets, reports and request certified records for Township Attorney.
12. Provide assistance to police and fire officers. Responsible for all other tasks and duties necessary for the smooth, efficient and professional operation of the police and fire departments.
13. Prepare monthly Board reports as directed by each department chief.
14. Calculate and prepare bi-weekly payroll for delivery to the Fiscal Services Director in a timely manner.
15. Prepare, document and send invoices in accordance with Township policies.
16. Perform related duties as assigned including filling in for the fire or police department secretary as needed, including checking email and voice mail in their absence.
17. Maintain a working and professional relationship with all co-workers.
18. Edit, detect and correct any necessary errors in any reports or documents used by both departments.
19. Prepares account payable invoices for Chiefs' approval.
20. Keep current on systems and technical information related to the assigned department.
21. Act as a confidential assistant to the assigned Chief.

22. Perform related duties as assigned.

Qualifications an KSAS (Knowledge, Skills and Abilities) for Employment:

All of the following qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

See well enough to complete job duties #1-27.

Hear well enough to complete job duties #2-6, 9, 12, 12, 18-20, 24, 25, and 27.

Read well enough to complete job duties #1-27.

Write well enough to complete job duties #1027.

High School graduate or equivalent with one (1) year of business school or two (2) years of responsible office experience. Background must include the following clerical duties: Typing, filing, answering phones, operating office machines, knowledge of computer operation and software programs, and working with the general public.

Must be able to pass a security background check and a drug test.