

# **Job Descriptions for Lincoln Police Department Lincoln, NH**

## ***Administrative Assistant***

### **Summary**

The Executive Secretary performs operations and clerical duties and other tasks specific to the position. The member assists the Chief of Police, processes concealed weapons applications, assists with the budget preparation, assists with purchasing, oversees the Police computer administrative and dispatch program and coordinates community events

as requested. The Executive Secretary is the Accreditation Manager that oversees the administrative process that reduces the department's liability issues and complies with national and state standards

The Executive Secretary composes memoranda, distributes correspondence, maintains an appointment calendar, and communicates via telephone.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

### **Education**

High School or GED

Two year College Degree  Preferred

Four Year College Degree  Preferred

### **Required Education, Professional Certification or License:**

Supplemental additional course work in clerical and/or secretarial field

### **Required Professional Experience:**

Minimum of three (3) years experience as a secretary or a closely related field

Demonstrated keyboarding proficiency of 65 wpm with no more than 5 errors

Computer skill in Microsoft programs

**Status**  Civilian  Sworn  Certified

## Blood and Viral Pathogen Risk

No Risk  Moderate Risk  Foreseeable Exposure

## Environmental Conditions

Works primarily in an office environment with normal stress levels

## Required Skills and Knowledge

Knowledge of LPD General Orders	Basic English grammar skills
Knowledge of New Hampshire Motor Vehicle guidelines	Keyboarding skills
Knowledge of New Hampshire State Statutes	Basic mathematical skills
Knowledge of the Purchasing System	Interpersonal skills
Knowledge of Town ordinances	Secretarial skills
Ability to follow instructions	Computer skills
Ability to read and write English	Telephone skills
Ability to operate office equipment	

## Physical Requirements

Walk	Hear at normal level or with accommodation
Sit for long periods	Speak English understandably
Stand for long periods	Manual dexterity
See at normal range or with accommodation	Ambulate independently

## Essential Duties

<b>Operations</b>	
Assist Chief of Police	Assist with budget preparation
Oversees the computer network and Police Software	Assist in purchasing
Accreditation Manager	Coordinate community events as directed.
Process weapon applications	
<b>Clerical</b>	
Compose memoranda	Maintain appointment calendar
Distribute correspondence	Communicate via telephone

## **Summary**

The Dispatcher performs public safety communications tasks in technical and operations duty areas specific to the position.

The Dispatcher operates the communications teletype, computers, the communications telephone system, a TDD, and office equipment, maintains a teletype log, a radio log, , dispatches calls for service to Officers and support units.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

## **Education**

High School or GED

Two year College Degree  Preferred

Four Year College Degree  Preferred

## **Required Education, Professional Certification or License:**

NCIC operator certification by NH State Police

## **Required Professional Experience:**

Demonstrated proficiency of keyboarding 25 wpm with no more than 5 errors

**Status**  Civilian  Sworn  Certified

## **Blood and Viral Pathogen Risk**

No Risk  Moderate Risk  Foreseeable Exposure

## **Environmental Conditions**

Indoor high stress position

## **Required Skills and Knowledge**

Knowledge of other agencies	Ability to accomplish more than one task at once
Knowledge of Lincoln Police General Orders	Ability to operate office equipment
Knowledge of privacy act	Ability to concentrate under stress
Knowledge of resources	Ability to read and write English
Knowledge of document contents	Ability to communicate verbally
Knowledge of geographical area	Interpersonal skills
Knowledge of filing system	Organizational skills
Basic knowledge of NH RSA's and Town ordinances	Analytical skills
Knowledge of Criminal Justice System	Computer skills
Knowledge of TDD system	Keyboarding skills
Knowledge of location of logs and books	Telephone skills
Knowledge of radio communications codes and signals and Unit identifications	

### Physical Requirements

Bend/squat	Speak English understandably
Lift 30 lbs.	Manual dexterity
Walk	Recognize colors
Sit for long periods	Ambulate independently
See at a normal range or with accommodation	Reach
Hear at a normal range or with accommodation	Mental alertness

### Essential Duties

<b>Technical</b>	
Operate communications teletype	Operate telephone system
Dispatch call	Operate telephone device for the deaf (TDD)
Operate computer	Operate office equipment
<b>Operations</b>	
Maintain teletype log	Maintain professional training
Maintain radio log	