

Job Description  
for  
**Administrative Assistant**

**Summary**

The Administrative Assistant 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 Administrative Assistant 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 the public, 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

**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

**Blood and Viral Pathogen Risk**

- Office setting

## **Environmental Conditions**

- Works primarily in an office environment with normal stress levels

## **Required Skills and Knowledge**

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

## **Physical Requirements**

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

## **Essential Duties**

### **Operations**

- Assist Chief of Police
- Oversees the computer network and Police Software
- Process weapon applications
- Assist with budget preparation
- Assist in purchasing
- Coordinate community events as directed.

### **Clerical**

- Compose memoranda
- Distribute correspondence
- Maintain appointment calendar
- Communicate via telephone