

CITY OF TITUSVILLE

JOB DESCRIPTION

JOB TITLE: **Public Safety Administrative Assistant**

DEPARTMENT: Public Safety – Police and Fire Departments

CLASSIFICATION: Non-exempt Administrative

REPORTS TO: Public Safety Commissioner

GENERAL SUMMARY OF POSITION

This is secretarial work of moderate complexity and high confidentiality. Employee reports to the Public Safety Commissioner. The assistant will work with all levels of Police Department employees as well as other City employees. This position will perform a wide variety of specialized clerical duties in support of the Police Department including processing and maintaining documents, correspondence and coding reports; and to provide information and assistance to the public in a courteous and confidential manner.

EXAMPLES OF WORK

1. Complete all clerical duties for the City's Police, Fire, and EMS departments.
2. Assist in the development and revision of public safety policies and procedures.
3. Compile, enter, record and file a wide variety of police records, reports and materials including memos, letters, reports, complaints, booking information, restraining orders, citations and fingerprint cards. Prepare reports for submission to Court and District Attorney.
4. Prepare reports and video evidence for submission to Court and District Attorney.
5. Complete criminal history checks for the Department of Homeland Security.
6. Assist Primary TAC Officer in maintaining compliance during mandatory audits with the Commonwealth Law Enforcement Assistance Network (CLEAN). Attend annual mandatory training held by the PA State Police on legal updates.
7. Maintain the Department's warrant system, including research and recall; track and maintain documentation on attempts to serve; send warrants to other agencies upon request.
8. Process, sort, file, copy and distribute crime reports, traffic reports, accident reports, citations, petitions, and other materials to appropriate personnel; enter data into computer system for national and local law enforcement.
9. Assist Department personnel and the public in person and by phone including retrieval of information and files; mail out requested reports to outside agencies,

provide general information regarding Department policies, procedures and regulations.

10. Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memos, letters and other materials, proofread materials for accuracy, completeness and compliance with department regulations.
11. Operate multiple software applications including but not limited to the Records Management System, JNET, PFAD, 911 CAD View and video recording systems.
12. Research records and criminal histories for police officers upon request.
13. Follow court orders to seal or expunge police records.
14. Responsible for the accuracy of parking tickets' status. View the paid parking tickets list daily, log and file unpaid parking tickets with corresponding letter and citation date reminders, and mail citation warning letters.
15. Perform duties of a receptionist - i.e., provide the public with information about services offered by the City of Titusville and its Police Department.
16. Answer phones, answer questions within bounds of authority; redirect calls when answer is beyond authority given; take messages as required.
17. Maintain inventory and order office supplies.
18. Point of contact with IT company and additional suppliers.
19. Receive and process court mail; route mail, subpoenas, warrants, and District Attorney requests to appropriate staff; process outgoing mail.
20. Complete all stages towards grant writing for the City including:
 - a. Research and identify new funding prospects in coordination with the City Manager's Office
 - b. Generate and submit proposals including comprehensive narratives in response to requirements and guidelines of the funding agencies.
 - c. Serve as a liaison to all funding agencies and organizations.
 - d. Respond to all grant award phase guidelines including mandatory progress reports and audits.
 - e. Maintain compliance with quarterly fiscal, program, and inventory reporting requirements.

The above examples are intended to describe the general nature and level of work being performed by employees of this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills.
- Possess a high commitment to quality service to the public; and believe in the “team concept.”
- Ability to prioritize tasks and meet incoming deadlines.
- Ability to work with the general public under normal and stressful conditions.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Principles and procedures of record keeping. Modern office methods, practices, procedures and computer equipment. Ability to use common office equipment including copier, scanner, fax machine, and two-way radio.
- Maintain reasonable and customary attendance.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; operating assigned office equipment.
- Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, and operating assigned equipment.
- Knowledge of services and activities of a law enforcement agency.
- Knowledge of organization, procedures and operations of a law enforcement agency.
- Knowledge of pertinent Federal, State and Local laws, codes and regulations.

REQUIRED EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED); post graduate degree in a related field preferred; experience with computers, software programs and spreadsheets.

REQUIRED LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Must possess a valid PA Driver's license.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the ability to sit for extended periods of time; use a computer terminal for extended periods; hear sufficiently to accurately and completely obtain information from callers; understand written and oral information clearly; communicate information clearly. The employee will need to access file cabinets of various sizes and heights. The employee must occasionally lift and/or move

up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background investigation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective date 5/16/22