

JOB DESCRIPTION

Brandon Police Department Secretary/Records Clerk (Per Diem)

DEFINITION/AREAS OF RESPONSIBILITY:

Responsible for clerical work and maintaining record systems and files. Work is performed under the general direction of the chief of police.

Work involves general clerical duties which may include typewriting, billing, filing, receiving and receipting monies, basic computer operations for work processing, database and spreadsheet operations, answering the telephone, and dealing with the public on a day-to-day basis.

EXAMPLES OF WORK PERFORMED:

Screens visitors, arrange appointment schedules, and perform clerical duties which are diversified and require general knowledge of varied departmental or city-wide functions.

Sets up and types from copy, rough drafts, or general instructions, such things as letters, tables, reports, forms, memoranda, payrolls, vouchers, and detailed instructions, or other material requiring action of judgment on problems encountered.

Answers telephone, takes messages and sees that they are properly routed or that an inquiry is properly handled.

Composes routine correspondence in accordance with established policies and procedures. Maintains routine accounting, financial, and cost records in accordance with established policies and procedures.

Prepares requisitions and specifications.

Operates several types of modern office equipment.

Performs other related duties as required.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices, procedures, and of spelling, business English, and arithmetic.

Knowledge of appropriate rules, regulations, procedures, and functions within the assigned department or function of the Town.

Ability to make decisions according to established procedures and to remove routine burden from the Chief of Police, or agency head.

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Ability to understand and follow complex oral and written instructions.

Ability to work independently on a variety of difficult and responsible clerical tasks.

Ability to compose correspondence on routine matters.

Ability to establish and maintain an effective working relationship with the public and other employees.

QUALIFICATIONS DESIRED:

Any combination of training and experience equivalent to:

Graduation from a standard high school or technical school including or supplemented by courses in business practices and typing, with progressively responsible experience in office work including moderately difficult and responsible clerical work.

Individuals already certified through NCIC and/or have current security clearances to work with and around CJIS information will get preference.

This position requires dealing with highly restricted criminal justice and individual personal information and requires someone who can maintain the utmost of trust and confidentiality.

This position requires being subjected to a mandatory background, criminal history, and credit history check. Those with felony convictions are disqualified from applying for this position.

SCHEDULE/SALARY:

This is a non-union, non-benefit position with an hourly pay rate of \$25. The schedule for this position is for a 3-day work week with tentative working days of Monday, Tuesday, and Wednesday from 8:00 a.m. to 4:00 p.m. The workdays and work hours are flexible, and the department will work with any potential candidates to accommodate working different days and to as is feasibly possible, the work hours.

If interested, please submit a resume and letter of interest via email to Chief David Kachajian at:

David.kachajian@vermont.gov