



Town of Adams • Massachusetts 01220

TOWN HALL
8 PARK STREET – Room 210
TEL. (413) 743-8300 EXT 170
FAX (413) 743-8316

Town of Adams

Administrative Assistant II Position, Police Department

The Town of Adams is seeking a qualified individual to fill the position of Administrative Assistant II position with the Adams Police Department. This is a 35 hour per week position with benefits with an hourly rate of \$19.73-\$20.73 commensurate with experience. The Administrative Assistant II performs a full range of administrative and secretarial functions in direct support of the Chief of Police and other members of the department. This person must be organized, have the ability to meet deadlines, work independently, and interact frequently with the public to field inquiries and resolve department related issues. Attention to detail and accuracy is vital.

This position performs a variety of administrative functions such as maintenance of official records and documents, providing support to the Chief of Police, receiving and screening a multitude of phone calls and visitors, responding to inquiries (in-person, phone, email) from the public or other departments, scheduling meetings, and maintaining calendars, and writing and maintains grant files for the police department. An application may be located on the Town's website at www.town.adams.ma.us and must accompany a cover letter and resume. Please submit to the Town Administrator's Office via postal mail, in person at Adams Town Hall, 8 Park Street, 2nd Floor, Adams MA, 01220 or email to employment@town.adams.ma.us. Applications are due by 12pm on Friday, May 8th, 2024

The Town of Adams is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, sex, age or disability.

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TOWN CLERK
ADAMS MASS.
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Town of Adams

Job Description

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Position Title:	Administrative Assistant II	Grade Level:	6
Department:	Police Department	Union/Non-Union:	Non-Union
Reports to:	Chief of Police	Date Prepared:	4/24/2024

General Duties

Serves as Administrative Assistant to the Chief of Police, also assisting other members of the police department staff by performing a full range of complex and confidential administrative support duties.

Supervision

Works under the general supervision of the Chief of Police who outlines policy and evaluates performance. Performs duties independently, exercises considerable judgment and discretion based on substantive knowledge of office operations in providing information, making decisions and determining appropriate courses of action.

Job Environment

Assigned responsibilities must be carried out in a manner that reflects commonly accepted professional standards for quality, objectivity, judgment, and organization. Errors in either technical application, recognized planning procedures, or the interpretation of statistical and related data could result in fiscal and legal repercussions, damage to property, delay, confusion, or adverse public relations.

Essential Functions

Provides administrative support to the Chief of Police, also acting as receptionist for the department- receiving and screening a multitude of phone calls and visitors and responding to inquiries (in-person, phone, email) from the public or other departments; Schedules appointments and coordinates meetings; Maintains calendars, keeping others apprised of meetings and commitments; Schedules use of conference and meeting rooms; Assists with the scheduling of departmental training; Composes and types a variety of correspondence, memoranda, press releases, departmental forms, and reports of a complex and frequently confidential nature; Collects and compiles statistical data.

Maintains office records and reports; Maintains and updates policies and procedures, memos, administrative special orders, and operational special orders; Writes and maintains grant files for the police department; Provides required documentation to the Training Corporal for registering applicants into the Acadis System for the Municipal Police Training Committee Academy; Provides police, communication center, parking, and civilian personnel with all forms and related documents required to work within the departments and necessary

to acquire accreditation; Assists with maintaining Massachusetts Peace Officer Standards and Training (POST) Commission documentation; Facilitates provision of claim forms to MIIA and the Town of Adams

Assists in the recruitment and hiring process of employees, ensuring the completion of recruitment, and hiring forms and procedures; Responsible for entering new hires and personnel changes into IMC for the police department, and for entering personnel actions into MUNIS for police.

Receives, reviews, and prepares departmental bills and bill schedules to ensure completeness and conformity with established procedures; Obtains quotes, bids or proposals as appropriate to purchase goods and services; Orders supplies.

Provides backup preparation of departmental payrolls, reviewing for completeness, accuracy of computation and conformity.

Assists Chief with budget preparation and maintains current budget balances throughout the year; Assists the Chief with the preparation of year-end carry over lists and capital project status for police.

Physical Requirements

Minimal physical effort demanded in performing duties under typical office conditions. Position requires the ability to operate a computer, typewriter, and calculator.

Minimum Qualifications

Education and Experience

Associates degree preferred, plus one (1) year of increasingly responsible office management experience or any combination of experience and education demonstrating ability to perform complex, highly confidential administrative and clerical duties.

Knowledge, Ability and Skill

Knowledge and ability to perform complex administrative and clerical duties; records development and management experience; excellent written and verbal communication, interpersonal, organizational and research skills; Ability to work with minimal supervision. Skill in operating listed tools and equipment. Maintain a high level of public contact, including the ability to handle sensitive and or highly confidential issues.

Must be able to successfully complete a background investigation including clearance for access to criminal records.

Personal computer systems including word processing, database, spreadsheet and desktop publishing software, copy, postage and fax machines, and calculator.

Approved by:	
Date approved:	
Reviewed:	