

CHESTERFIELD TOWNSHIP

CLASSIFICATION DESCRIPTION

Classification Title:	Public Safety Assistant
Department:	Public Safety
Hiring Authority:	Public Safety Director
FLSA Status:	Non-exempt
Employment Relationship:	Just cause subject to probationary period in the Labor Agreement
Effective Date:	January 18, 2018

JOB SUMMARY:

Under direction, performs general clerical and recordkeeping work following established procedures; types memos, letters, forms, envelopes, cards, receipts, permits and other correspondence; files records and reports; posts information; sorts and distributes mail; and answers telephone; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Types a variety of materials, including memos, letters, forms, envelopes, cards, receipts, and other correspondence according to established procedures.

Enters information on records and forms; prepares reports from those forms as necessary.

Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals.

Opens and routes mail, answers correspondence and prepares outgoing mail.

Assists others and when necessary, directs them to the appropriate office or staff member.

Prepares, issues and sends out receipts, bills, policies, invoices and statements.

Files, searches for and retrieves records and documents.

Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.

Receives, screens, sorts and/or counts materials such as applications, permits and forms.

Separates, sorts and stuffs envelopes for mailing or distribution.

Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued):

Complies and maintains lists and reports regarding inventory and supplies.

Maintains the confidentiality of public safety information following established procedures.

Operates an automobile while performing assigned job duties.

EDUCATION, TRAINING AND EXPERIENCE:

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.

A minimum of one (1) year of clerical/office support experience.

Previous experience in public safety is preferred.

SKILLS AND SPECIFICATIONS:

Knowledge of office terminology, procedures, equipment and business arithmetic.

Knowledge of Word and Excel and other relevant software that has general business applications as well as public safety applications.

Ability to make routine decisions in accordance with laws and established departmental policies and procedures.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to read and comprehend instructions, correspondence and reports.

Ability to perform mathematical computations timely and accurately.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Works in an office environment and uses a computer, telephone and other office equipment on a regular basis. The noise level in the work environment is typical of that of an office with frequent contact with customers.

May encounter frequent interruptions throughout the day.

Seeing (vision), sitting, bending/stooping, talking/speaking, and listening/hearing are required.

Manual dexterity and regular fine finger and hand wrist motions are regularly required for operating a keyboard, writing and filing.

Is required to drive frequently and occasionally needs to lift up to 25 pounds.

AUTHORIZATION:



Human Resources Approval

1-17-18
Date



Township Supervisor Approval

1.17.18
Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.