



POSITION DESCRIPTION			
Title	Police Clerk/Administrative Assistant	Department	Guyton Police Department
Reports To	Chief of Police	Status	Non-Exempt
Summary	The Police Clerk/Administrative Assistant is responsible for performing a variety of routine and complex clerical, administrative, and technical work in reviewing and disseminating information; keeping official records; providing clerical support for members of the City of Guyton Police Department, assisting the public; and assisting in the administration of standard operating policies and procedures of the police department. This position reports to the Chief of Police.		
Employee Expectations	All team members of the City of Guyton Police Department are expected to work diligently and collaboratively in furthering the goals and objectives that serve the City of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ One (1) year previous secretarial and/or clerical experience, preferable in a public safety setting sufficient to demonstrate knowledge of crime prevention procedures and public safety recordkeeping requirements ▪ High school diploma or equivalent required. ▪ Basic computer and word processing skills required, including proficiency in Microsoft Office and Google Suite ▪ Proficiency with basic website maintenance and updates preferred ▪ Must demonstrate knowledge of modern office practices ▪ Must demonstrate ability to maintain all files ▪ Must demonstrate ability to maintain exceptionally high standards of integrity and confidentiality ▪ Must have the ability to use and understand all office equipment ▪ Must have good communication skills, both oral and written ▪ Must possess good interpersonal skills or any combination of education, training, or experience which provides the requisite knowledge, skills, and abilities for the position. ▪ Must possess and maintain a valid Georgia Driver's License ▪ Must have no prior felony convictions ▪ Must have the ability to be bonded by a surety company 		



Essential Job Responsibilities	Receptionist Responsibilities <ul style="list-style-type: none"> ▪ Manage and maintain police files for incident and Accident Reports as well as officer's case files for offenders ▪ Check for messages and return calls as needed ▪ Check post office box daily and mailbox at the police station, receives, stamps and distribute incoming mail; process outgoing mail ▪ Keep track of all invoices, oversee the publication of all notices, ordinances, or other documents required by law to be published ▪ Post monies to appropriate accounts and deposits receipts to the City Clerk ▪ Post monthly work schedules for officers as prepared by the Chief of Police or his/her designee ▪ Keep track of an order office supplies as needed ▪ Manage and maintain the citation book log, order citation books, warning books, parking violations, and ordinance violations as needed. ▪ Answer telephone and assist the public with questions and/or complaints, takes requests for house checks, generates copies of accident and incident reports when requested ▪ Assist with computer issues and IT problems when they arise by talking with the software vendors and customer support ▪ Enters and retrieves needed police information using computer information systems and police data files ▪ Assist relevant courts and court personnel by coordinating and preparing copies of required case reports, citations, property, and other evidence. ▪ Organize and maintain general files; types of correspond assigned by the department ▪ Maintain daily contact with the Police Chief and other officers ▪ Assist with crime prevention programs and code enforcement as needed ▪ Performs other related duties as assigned
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. <p>Demonstrates commitment to quality in every task performed.</p>
Physical Demands	<p>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.</p> <ul style="list-style-type: none"> ▪ Much of the work in this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to



	<p>perform these major functions.</p> <ul style="list-style-type: none">▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments.▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.
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