

The City of Falmouth Police Department is taking applications for a full-time Administrative Assistant. Applications can be found and submitted on the City website and/or resumes can be sent to mhart@cityoffalmouth.com See job description and duties below. Pay commensurate with experience.

CITY OF FALMOUTH POSITION DESCRIPTION

JOB TITLE: Police Administrative Assistant

DEPARTMENT: Police

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Serves as a public relations liaison for the Police Department.
- Reviews policies and procedures for the department.
- Performs general administrative duties.
- Answers and directs telephone inquiries.
- Reporting of all case reports and files.
- Review court system reports.
- Schedules mandatory officer training.
- KYOPS State Reporting upgrades.
- Performs one on one dispatch communications.
- Maintains accreditation standards.
- Perform other duties as necessary.

PERIPHERAL DUTIES AND RESPONSIBILITIES.

- Assists with customer service in department
- Assists with scheduling of Officers' shifts.
- Schedules and provides oversight to community services.

SUPERVISION RECEIVED.

Works under the direct supervision of the Police Chief.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school, or equivalent
- Two to Four years of experience in related field.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to operate standard computer software
- Strong written and verbal communication skills