

## Position Description

**POSITION TITLE:** Police Department Secretary/Receptionist

This position is a full-time position, the first six months of which are a probationary period. Hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Starting salary dependent upon qualifications. Health care benefits included.

**GENERAL PURPOSE:** This employee is appointed by the Board of Commissioners and serves at the pleasure of the Board as an "at will" employee. The Receptionist/Secretary is a confidential aide to the Police Department Administration, and handles matters of a sensitive nature involving the Police Department, department personnel, labor relations, sensitive materials and/or the public. The incumbent must be capable of answering queries about all functions of the Police Department to relieve the Chief and patrolmen of routine administrative tasks. The position involves frequent public contact, as well as contact with other law enforcement agencies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responding to public and other agency inquiries, both by telephone and in person, concerning activities of the police department.
- Answers department phone, responding to questions, directing callers to the appropriate authority, recording messages and complaints.
- Prepare daily paperwork for distribution to local Magisterial District Courts.
- Maintain accurate computer records of complaints/incidents received by the department.
- Handle the emergency contact program for Township businesses.
- Collect parking fines and provide payees with receipts.
- Enter and update data to files in the records management system (including expungements).
- Maintain and distribute booking forms received from the booking center.
- Process workers' compensation claims filed by police officers.
- Provide insurance reports to authorized persons and collect payment for same.
- Transcribe information from recording devices.
- Maintain Department petty cash.
- Maintain Department office supplies.
- Prepare deposit of cash and checks received.
- Maintain department office files.
- Records complaints and/or service requests for house checks, accidents and incidents received by telephone.
- At request of Police Officers, mail correspondence concerning police activities.
- Notify officers of subpoenas and mail associated papers to County Agencies.
- Assist in preparation of monthly Department report.
- Prepare required vouchers for payment of invoices.
- Open and distribute Department mail.
- Prepare labor relations materials and other materials at the direction of the Chief of Police/Administrator.
- Transcribes minutes from Civil Service Commission.
- Maintains Police Time Sheets.

- Complete bimonthly payroll report and submit to payroll clerk.
- Complete monthly UCR/NIBRS reports.
- Complete daily web portal entries for individuals arrested in the township.
- Add or remove warrants from the township web portal.
- Assist with the maintaining of juvenile files.
- Process all outgoing mail, including FedEx and UPS packages.
- Assist the Accreditation Manager with preparation of materials for scheduled assessments.
- Assist the Police Department Public Information Officer with the release of pre-approved information.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Required is an Associate Degree or equivalent, with courses in keyboarding, business and/or accounting. Two (2) years' experience in a clerical or receptionist position in a professional office, or municipal government. Five (5) years' experience as a personal secretary.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

The ability to multi-task. The candidate must have the ability to transcribe from recording devices. Proficiency in use of computer/word processor and other office machines, including but not limited to copy machine and calculator. Proficiency with computer based programs including but not limited to Microsoft Word and Microsoft Excel. The candidate must have the ability to professionally communicate with the public.

### **SPECIAL REQUIREMENTS**

This employee will be required to pass all CLEAN requirements for certification. This employee can have no criminal history which would preclude employee from passing background suitability to be able to access and view sensitive Criminal History Records information under State law and regulations.

### **TOOLS AND EQUIPMENT USED**

Telephone switchboard, personal computer, including word processing software; ten-key calculator, telephone, fax and copy machines, mobile or portable radio, postage machine.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Noise level in the work environment is usually quiet.

This position has been found to be non-exempt under the Fair Labor Standards Act regulations and recent amendments according to a study performed for Swatara Township by a labor attorney Rob Tribeck on August 3, 2004.



# SWATARA TOWNSHIP POLICE DEPARTMENT

General Employment Application



SWATARA TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER SUPPORTING  
WORKFORCE DIVERSITY. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

### APPLICANT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date Available \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Desired Salary \_\_\_\_\_

Position Applied for \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been convicted of a felony? YES  NO  If yes, explain \_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

College \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

### REFERENCES

*Please list three professional references.*

Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

**PREVIOUS EMPLOYMENT**

Company \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

---

Company \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

---

Company \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

---

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

**WAIVER AND RELEASE FOR BACKGROUND INFORMATION**

I, \_\_\_\_\_, am presently applying for employment with **Swatara Township**, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position with the police department. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the **Swatara Township**.

By this release, I hereby authorize any representative of all of my present or former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of the **Swatara Township**. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, and or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agents of the **Swatara Township Police Department**, whether said records are of public, private, or confidential nature.

*Continued*

The intent of this authorization is to permit all present or former employers identified in my employment application to provide, and for **Swatara Township** to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the **Swatara Township Police Department** to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by **Swatara Township** in determining my suitability for employment in the police department. It is my specific intent to provide **Swatara Township** with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as a result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers which have been fully disclosed and identified in my employment application and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers which have been fully disclosed and identified in my employment application and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the **Swatara Township Police Department**, regardless of any agreement I may have made with the former employer to the contrary.

In addition, I also give **Swatara Township** the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a **Swatara Township** employee. I release and hold harmless **Swatara Township**, the **Swatara Township Police Department**, its elected officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation. I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by **Swatara Township** in conjunction with employment procedures.

A photocopy or facsimile of this release form will be valid as an original thereof, even though said photocopy or facsimile does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature

Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person (s) to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature

Date

### CONSENT TO OBTAIN CONSUMER REPORT

I, the undersigned, an applicant for employment with **Swatara Township**, hereby acknowledge that I have received a separate Notice informing me that **Swatara Township** may obtain one or more Consumer Reports about me for employment purposes; in connection with my application for employment and/or subsequent periods of employment should I be hired by **Swatara Township**. I further acknowledge that I have carefully read and fully understand the contents of that Notice, and that I understand that an analysis of any such report by **Swatara Township** may affect its decision whether or not to offer employment to me.

I hereby authorize **Swatara Township** and give it my consent to order a Consumer Report about me from one or more consumer reporting agencies. I further authorize and consent to **Swatara Township's** use of the Consumer Report in evaluating my application for employment and, if hired, in connection with any future decisions regarding my employment with **Swatara Township**. Finally, should I become an employee of **Swatara Township**; I authorize **Swatara Township** to obtain Consumer Reports at any time during my term of employment with **Swatara Township**. I authorize and consent to **Swatara Township's** use of these Consumer Reports as **factor Swatara Township** may rely upon when making future decisions regarding my employment status with **Swatara Townships**.

Signature

Date