

Lower Swatara Police Department Administrative Assistant

The Police Department of the Township of Lower Swatara is seeking to fill an administrative assistant opening. Lower Swatara is in Dauphin County, Pennsylvania. This position is full-time and reports to both the Chief of Police and to the Township Manager.

Some of the many duties include:

Takes payments from insurance companies, logs in receipts books, ledgers, and delivers mail upstairs and downstairs

Responsible for redaction of certain sensitive information from reports related to Right to know requests

Keeping records of right to know requests, possibly alternate Right to know contact for the Department

Answers phones, directs calls and takes messages

Operates office equipment and computer records, proof reading of data entry

Assists in all departmental clerical and administrative support as needed or assigned

Shopping for office supplies and departmental supplies

Operates under departmental policies

Processing, distribution of and filing of information, records documents

Responsible for expunging criminal records in according with court orders

Distribution, filing of records, warrants, citations and charges from the district magistrate's office

Various departmental tasks and activities as assigned

Mailing of appointments and maintains departmental court calendar and hearing notices distribution

Maintain department procurement card

Must unquestioned integrity and be able to keep secret any information of a sensitive nature involving any police related matters

Liaison between IT and department

Liaison between Department and outside vendors for police related services and products

Faxing, emailing and other notifications as assigned or directed

Composition of departmental letters and notifications and sending of same

Entering information into the records management system

Prerequisites:

The successful candidate will have successfully completed high school and have strong organizational and communication skills. He/she must be well-versed in popular office computer programs including Excel and Word and be able to quickly learn others. High importance is placed on the candidate's ability to handle and understanding of confidentiality and dealing respectfully with all members of the general public, other township employees and elected officials. Experience in a union setting is preferred.

Applicants can apply online to EMcBride@LowerSwatara.org or by mail to Township Manager, Lower Swatara Township, 1499 Spring Garden Drive, Middletown, PA 17057. Expressions of interest including salary expectations, resumes and a list of three to five references must be received by October 31, 2018, it is expected that initial interviews will be conducted in the middle of November. We are an EOE.