

NORTHERN YORK COUNTY REGIONAL POLICE DEPARTMENT

JOB DESCRIPTION

SUPPORT SERVICES/ADMINISTRATIVE SERVICES HYBRID POSITION

The Northern York County Regional Police is seeking a qualified applicant to join our Department. The new position is a full-time civilian (non-sworn) job that will be stationed at the NYCRPD Main Headquarters located at 1445 E Canal Rd, Dover PA 17315. The position will be eligible for medical, prescription, dental and vision benefits as well as participation in the Department's deferred compensation (457)b plan and our Pennsylvania Municipal Retirement System (PMRS) pension plan. Paid leave includes vacation, sick, personal time, and holidays.

The Northern York County Regional Police Department is an Equal Employment Opportunity Employer. Interested applicants should send a cover letter and resume electronically to Diane Wales at [dwales@nycrpd.org](mailto:dwales@nycrpd.org) OR via mail to:

Northern York County Regional Police Department  
Attn: Diane Wales  
1445 E Canal Road  
Dover, PA 17315

The position is directly responsible to the Support Services Supervisor and Administrative Assistant and will assist in carrying out administrative duties with the Accreditation Manager.

The position will be trained to support the Administrative Assistant with the fiscal administration of Department activities. Therefore, in the absence of the Administrative Assistant, the position is responsible for the administration, preparation, and execution of all Department accounting policies. In addition, the position will assist with the payment of bills, accounts receivable, payroll and management of all fringe benefit programs provided to Department employees. The position is responsible for any and all secretarial duties associated with the executive support of/by the Support Services Supervisor, Accreditation Manager and possibly, the Chief of Police.

The position is also responsible for collation, entry, retrieving, and disseminating information that is generated from various police reports prepared by the Patrol Section, Investigation Section, Community Police Unit as well as other sources. Since reports in general, and the data gathered from those reports, are a basic tools of law enforcement, the need for accuracy is essential so that information can be managed effectively. The position will require training provided by the Department in the Pennsylvania Office of Open Records Right to Know Law.

This position will require the successful candidate to undergo a criminal history check and an intensive background investigation.

## JOB DUTIES/RESPONSIBILITIES:

1. Must be able to read, comprehend and write the English language.
2. Must be able to write inter-office memos, letters, and other correspondence.
3. Must be able to talk to vendors and public who visit the Northern York County Regional Police Headquarters and be able to conduct necessary business.
4. Must be able to understand and follow complex oral instructions.
5. Must be able to establish and maintain working relationships with superiors, fellow co-workers, employees of other agencies and the members of the public.
6. Must have a basic mathematical understanding and have the ability to conduct multiple calculations (add, subtract, multiply, divide).
7. Must be able to use and operate a calculator.
8. Must be able to use and operate a keyboard.
9. Must be able to use and operate a copier and collate correspondence.
10. Must be able to use and operate a FAX machine.
11. Must be able to understand and use a network computer system.
12. Must be able to use various printers.
13. Must be able to maintain regular work attendance and/or avoid chronic absenteeism.
14. Must be able to stay calm and effective when dealing with stressful situations.
15. Must be able to prioritize job tasks in an effective manner.
16. Must maintain private files and records for the Department.
17. Must handle all duties assigned by the Support Services Supervisor.

18. Must open mail daily, referring to the Administrative Assistant all correspondence that requires the Chief of Police's attention. Other correspondence must be forwarded to the individual(s) responsible for same.
19. Must be able to prepare outgoing information for mailing; must be able to operate a postage scale and postage meter.
20. Must be able to dial and answer a telephone and route calls through to the proper person(s).
21. In the absence of the Administrative Assistant, must function as Corresponding Secretary to the Board of Commissioners, making notification of meetings, taking minutes of the Board Meetings, gathering requested data and doing all other miscellaneous assignments given by the Board through the Chief of Police.
22. Must assist with compiling all monthly reports, letters and other requests by the Lieutenants, Sergeants, Corporals and Officers of the Department in a back-up capacity when assigned or approved through the Chief of Police.
23. In concert with the Support Service Supervisor and Support Service Associate(s), must reply to all letters of request by insurance companies for accident and/or incident reports; sending invoices, when necessary and processing payments for same; must forward requests for reports to the Support Services Section for compliance and mailing.
24. Must input and check the officers' patrol logs daily and maintain a weekly running total in order for supervisors to adjust patrol time in areas that are over and/or under allotment and prepare report for same.
25. Must prepare and submit claims for Workers' Compensation coverage, as needed.
26. Must be able to access restricted information and maintain the confidentiality requirements contained therein.
27. Must be able to control access to Northern York County Regional Police records.
28. Assist in maintaining personnel information and records on Department employees.
29. In the absence of the Administrative Assistant, aid in the preparation of biweekly payroll, the tax payments to state and federal agencies and prepare quarterly tax payments/reports.
30. Aid the Administrative Assistant with information for and work with all auditors.

31. Aid the Administrative Assistant with the receipt and deposit of all monies received by the Department. These monies shall be deposited into the proper account as indicated.
32. Must be able to issue receipts for any funds received, regardless of amount or type.
33. Must be able to take currency and offer change.
34. Aid the Administrative Assistant with processing and preparing all billings for the Chief's/Lieutenant's approval.
35. Must complete all other special assignments as assigned by the Support Services Supervisor and/or Chief of Police.
36. Must be able to issue solicitor permits.
37. Must be able to record information on Vacation Home Check Forms.
38. Must be able to review, draft, enter, expunge and verify all reports associated with case incidents.
39. Must be able to speak, articulate and communicate clearly within the Northern York County Regional Police Department radio system to dispatch and receive information.
40. Must be able to process requests for information from insurance providers.
41. Must be able to process information requests from outside law enforcement agencies.
42. Must be able to conduct queries, using the Northern York County Regional Police automated database.
43. Must be able to read Fax, E-mail and Clean messages.
44. Must be able to lift file boxes and material up to 50 pounds.
45. Must be able to talk with co-workers to review cases for proper information dissemination.
46. Must understand the requirements for police department accreditation as promulgated by the Pennsylvania Law Enforcement Accreditation Commission.

### REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND CAPACITIES:

- Must have knowledge of computer capabilities and Microsoft Office operating system.
- Must have the ability to work with fellow co-workers, other officials and members of the Department and citizens of the community.
- Must have the ability to make operational and support decisions under routine and emergency situations.
- Must have skill in typing, communicating, coordinating information and work tasks.
- Must possess and maintain a valid operator's license issued by the Commonwealth of Pennsylvania.
- Graduation from high school at a minimum, with graduation from a two-year accredited college preferred.
- Thorough knowledge and experience with computer hardware and software applications.
- No civilian or military criminal history of misdemeanor or felony crimes; summary and/or ordinance arrest and convictions will be examined and may be cause for rejection.

### DESIRABLE EDUCATION, TRAINING AND EXPERIENCE

- Knowledge and proficiency in QuickBooks payroll software applications.
- Knowledge and proficiency in GASB accounting procedures.
- Knowledge and experience in the criminal justice system.
- Knowledge and experience in the local law enforcement system.