



**Town of Long Beach, Indiana
POSITION DESCRIPTION**

TITLE: Administrative Assistant & Police Dispatcher

FLSA CLASSIFICATION: Non-Exempt

JOB CLASSIFICATION: Regular Full-time

REPORTS TO: Chief Marshal

EFFECTIVE DATE: 01/01/2021

SUMMARY/OBJECTIVE:

The Administrative Assistant/Dispatcher is a civilian position within the Long Beach Police Department. Duties and responsibilities are both general clerical duties and serving as a police dispatcher. Assist with the daily operations of the Town Hall by greeting the public and answering phone calls. Responsible for the monitoring of police radio communications to include the entering and dispatching of calls for service. Clerical duties are general data entry, spreadsheet preparation, payroll preparation, generating reports, tracking inventory, ordering supplies, organizing documents, and coordinating with other Town departments. The duties and responsibilities for this position are many and are not limited to the above and below listed. Additional duties may periodically be assigned by the Chief Marshal.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for answering the department phones
- Greeting the public that enter the Town Hall
- Prepare the bi-weekly payroll and tracking of department finances
- Prepare weekly and monthly reports for both the Chief Marshal and Town Council
- Tracking of equipment inventory, vehicle maintenance, and purchase request
- Ordering supplies and monitoring inventory of necessary items
- Data entry, excel spreadsheet creation, generating documents upon request
- Monitoring Police radio communications. Entering and dispatching of calls for service.
- Assist with request for handgun permit applications
- Assist with public information request

- Research of court cases for final disposition
- Assist the evidence custodian with tracking of evidence as requested
- Assist with purchase requests
- Assist the volunteer Fire Department and other departments when possible and as needed
- Assist with general cleaning of the Town Hall
- Prepare the Town Hall meeting room for scheduled meetings
- Monitor community center surveillance camera system
- Assist with the computer server backups at the Town Hall
- Perform computer updates on the dispatcher terminal and other department computers
- Tracking of issued Town ordinance violations
- Tracking of the officer's workload productivity and preparation of such reports
- Additional duties and responsibilities may be assigned by the Chief Marshal

SKILLS AND ABILITIES:

- General computer skills and software knowledge. Tech-savvy preferred
- Office management skills related to organization, planning, directing, controlling, and automating manual processes
- Exceptional oral and written communication skills
- Confidentiality is of utmost importance

SUPERVISORY REPONSIBILITIES:

There are no supervisory responsibilities for this position.

EDUCATION AND EXPERIENCE:

- Possess a high school diploma
 - Must be 18 years of age or older
 - Associate or bachelor's degree in business management - preferred
 - At least 3 years of clerical experience - preferred
 - At least 3 years of experience in radio dispatching - preferred
- Individuals with equivalent experience will be considered for employment without the required degree.*

ADDITIONAL ELIGIBIITY REQUIREMENTS:

- Must have a valid Indiana driver's license
- Subject to certain restrictions based on reasonable business concerns employees are permitted to engage in outside work or hold other jobs.

WORK AUTHORIZATION/SECURITY CLEARANCE REQUIREMENTS:

- Must pass a criminal history and background investigation which is required for IDACS/NCIC certification.
- No previous felony convictions or extensive criminal history.

TOOLS AND EQUIPMENT USED:

Police dispatch equipment, computer, calculator, fax machine, printer/scanner/copier, telephone, surveillance camera equipment.

WORK SCHEDULE:

- 7:00 am to 3:00 pm, Monday through Friday
- Work hours subject to change at the request of the Chief Marshal
- Overtime is seldom required

WORK ENVIRONMENT:

- In office environment
- The noise level is usually quiet in office

PHYSICAL DEMANDS:

- Sit
- Stand
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools, or controls
- Reach with hands and arms
- Lifting of objects up to 40 pounds

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.

TRAVEL REQUIRED OUTSIDE OF LONG BEACH:

Not required

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.