

Weaverville Police Employment Opportunity

Class Title: Police Receptionist
Department: Police Non-exempt position
Division: Police
Date Posted April 15, 2008 Open until filled

Pay Grade Number: 16
Hiring Range: \$28,398 - \$32,649

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative works in keeping official records, providing administrative support.

SUPERVISION RECEIVED:

Works under the close supervision of the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work in answering phones, receiving the public, and providing customer assistance.

Answers in-coming call and routes callers or provides information as required.

Operates radios as needed and assists in radio communications; operates base radio as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Operates listed office machines as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Submits IBR data to SBI on monthly basis.

Copy and mail accident reports to DMV.

Assist with preparation of grant applications.

Gather and submit reports and supporting documentation to district Attorney's office.

Gather and submit monthly, quarterly, and annual reports as necessary.

Keeps business/alarm contact information up to date.

PERIPHERAL DUTIES

Performs other administrative and clerical duties as necessary.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, word processing, filing, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; Internet Explorer, Microsoft Excel, Microsoft Outlook, Microsoft Word, and Windows Operating Systems; working knowledge of modern office practices and procedures.

(B) Skill in operation of listed tools and equipment.

(C) Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

(D) Must be bondable.

Please submit detailed resume as application to:

Chief of Police
Town of Weaverville
Post Office Box 338
Weaverville, North Carolina 28787

All positions with the Town of Weaverville are subject to pre-employment drug testing. The Town of Weaverville is an equal opportunity employer.