



**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Police  
**CLASSIFICATION:** Non-Sworn Full-Time  
**FSLA STATUS:** Non-Exempt

**MIAMI TOWNSHIP POLICE**  
Job Description

**Entry Level Requirements:**

**Basic Requirements:**

1. A U.S. Citizen or a Naturalized U.S. Citizen;
2. Minimum 18 years of age;
3. Successfully pass departmental testing and oral boards;
4. Successfully pass full criminal and motor vehicle background check.

**Certifications or Diplomas:**

1. High School Diploma or General Equivalency Diploma;
2. A valid Operator License for Automobiles;
3. Must obtain a valid LEADS NCIC/NCJIS certification within six months of hire \*assisted by MTPD;
4. Must obtain Notary Public Commission \*assisted by MTPD.

**Preferred Qualifications: (Optional, Not Required)**

1. An Associate Degree from an accredited university or college.
2. Three years administrative experience in a public safety or government setting.
3. Experience with CALEA Accreditation processes.

**Physical Abilities:**

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 regularly required to sit; use hands to finger, handle, or feel.
- The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires ability to work in a typical office setting and use standard office equipment.

**Cognitive Requirements:**

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow and provide written and/or oral instructions.
3. Knowledge of Miami Township Police Directives, Policies and Standard Operating Procedures.
4. Knowledge of general police methods.
5. Basic knowledge of applicable Collective Bargaining Agreements.





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**Knowledge and Abilities:** The Administrative Assistant shall have or demonstrate:

1. Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
2. Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
4. Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office products.
5. Ability to handle confidential information in a sensitive manner.
6. Effective oral and written communication skills.
7. Excellent interpersonal/customer service skills.
8. Excellent organizational skills.
9. Ability to handle multiple priorities and direction from multiple department members.
10. Work independently in the absence of supervision.
11. Type at a speed necessary for successful job performance.
12. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
13. Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
14. Independently prepare correspondence, reports, newsletters, and memoranda.
15. Implement and maintain filing systems.
16. Knowledge of modern police administration and management practices.
17. Knowledge of budgetary practices.
18. A working familiarity and knowledge of labor law.
19. A working knowledge of basic accounting and internal control.
20. Ability to supervise and delegate tasks.
21. Ability to adapt to changing political, administrative and legal conditions.
22. Ability to train and develop subordinates.
23. Ability to plan short term and long-range projects.
24. Ability to assist with the preparation of and administer annual and multi-year operating and capital budgets.
25. Ability to develop and meet goals and objectives.
26. Ability to maintain records and prepare reports.
27. Ability to develop and maintain effective working relationships with associates, officials and the public.
28. Ability to withstand criticism while maintaining personal standards and integrity, and remaining objective, honest, loyal, fair and professional.
29. Ability to use standard office computer applications including word processing, spreadsheets, internet web browsers and search engines and E-mail.



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### **Job Summary:**

The Administrative Assistant is a professional position that performs a variety of executive level administrative duties in support of the Police Chief and the Miami Township Police Department. The position is responsible for overseeing and coordinating the budgeting and fiscal planning for the Police Department; assisting in the accreditation process; personnel processes; and research and analysis.

### **Working Conditions:**

- Reports to the Chief of Police. All Police Department personnel are ultimately under the direction of the Chief of Police.
- Regular interaction with abnormal human behavior, persons who are upset, angry or mentally ill.
- Perform duties in all weather conditions.
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by Miami Township.

### **Responsibilities:**

Typical responsibilities – Not All Inclusive:

1. Provides customer service in Chief's Office matters and services both over the phone and in person. Explains department policies and procedures. Examines data and submits statistical reports to the Police Chief and Miami Township Administration.
2. Assist with preparation of annual budget requests and quarterly performance reports for review by the Police Chief. Monitors all expenditures to ensure sound fiscal management. Serves as budget analyst for the police department. Ensures proper payment and accounting for payment of police department invoices.
3. Coordinates the administration of various grants and reimbursement agreements including; cost and invoice tracking, billings, reimbursement requests and contract administration and compliance.
4. Coordinates purchasing of supplies, material and equipment.
5. Assists with the CALEA Accreditation process within the department. Assists in the development of agency policy and proof files. Assists with required accreditation reports.
6. Assists with coordinating the personnel recruitment and selection processes.
7. Coordinates the personnel promotion processes.
8. Coordinates Extra-Duty employment process.
9. Assists with documentation of department training program, external training applications and personnel training records.
10. Conducts research on a wide variety of topics at the direction of the Chief of Police.
11. Composes and prepares a wide variety of correspondence and reports at the direction of the Police Chief.
12. Monitors mail to the Chief's Office and handles or distributes accordingly.
13. Maintains department license plate log and makes application for license plate renewals.





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**Employer Overview – General Employee Expectations**

The Miami Township Police Department is a service-oriented police department. All typical police services other than dispatch and corrections are provided by the department. Those services are provided by agencies from the Clermont County, Ohio government. The Miami Township Police Department is Internationally Accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA®). High levels of individual and unit performance are expected as well as faithful compliance with all rules, directives, regulations, Code of Conduct, Canon of Ethics, Oath of Office and pertinent local, state and federal laws. Employees are expected to render exceptional customer service at all times. Respect for and cooperation with all fellow employees is standard performance. Personal discipline and continuous professional development are hallmarks of our workforce.

**DISCLAIMER**

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.*

