

The Scituate Police Department is accepting resumes for the position of Executive Assistant to the Chief of Police. This is a full-time position (40 hours per week) with benefits. Please email resumes by August 31, 2022 to:

Eric C. Rollinson  
Chief of Police  
[erollinson@scituatepd.org](mailto:erollinson@scituatepd.org)

## **Town Of Scituate – Job Description**

**Rev. 7-2022**

**Department:** Police Department

**Position:** Executive Assistant to the Chief of Police

**Summary:** Executive Assistant, who shall report to the Chief of Police, to handle payroll, accounts receivable/payable, detail billing, draft correspondence and reports for the police chief, and other clerical office duties.

The position is full time, 40 hours per week.

### **Responsibilities:**

- Assists with public reference information, and other public directives.
- Drafts legal correspondence, forms, letters, and other reports for the Chief of Police.
- Assists in the handling and preparation of confidential documents and memorandums, including but not limited to documents relating to promotions, disciplinary actions, terminations, or other personnel matters.
- Performs clerical duties including, but not limited to, preparing, and making copies, typing documentation for the police department, employee data entry, and transcription.
- Operates a computer for the purpose of entering information and searching records.
- Operates various office equipment including calculator, copier, and personal computer.
- Prepares and submits bi-weekly payroll for police department
- Prepares requisitions for payment and payment receipts.
- Invoice outside agencies/companies for officer detail payments
- Orders administrative supplies and maintains records.
- Performs other duties as assigned

### **Desired Qualifications:**

- Knowledge of current computer software programs, including Word, Excel, PowerPoint, Outlook, and Access.
- Knowledge of, or willing to learn current police software (RMS) programs a plus.
- Knowledge of record keeping and file maintenance in both paper and digital form.
- Skill in operating basic office equipment.
- Strong interpersonal skills, both in oral and written communications.

- Ability to manage, handle and preserve confidential information relating to the Police Department operations, its employees, or other matters within the town.
- Skill in establishing and maintaining effective working relationships with team members.
- Skill in dealing with the public.
- Requires the exercise of good judgment in the application of prescribed procedures and methods of confidential material.
- Ability to make decisions in accordance with regulations and established policies.
- Ability to understand and follow complex oral and written directions/good clerical aptitude, tact, and courtesy.
- Previous work and/or knowledge in public safety a plus.

#### COMPENSATION AND BENEFITS:

##### A. Rate of Pay

- \$23.00 - \$25.00 per hour
- Longevity after 5 years of continued service

##### B. Benefits as determined by the Employee Handbook

- Vacation
- Personal
- Sick
- Holiday
- Health and Dental
- Life Insurance
- Eyeglasses

##### C. Municipal Employee Retirement System

- Defined Benefit per RIGL
- Defined Contribution per RIGL