

<b>BOROUGH OF BELLEFONTE</b> <b>POSITION DESCRIPTION</b>
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<b>POSITION TITLE:</b>	Administrative Assistant
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<b>DEPARTMENT:</b>	Police Department
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<b>REPORTS TO:</b>	Police Chief
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<b>FLSA STATUS:</b>	Non-exempt – Full-Time
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**POSITION SUMMARY:**

The Administrative Assistant for the Bellefonte Borough Police Department provides clerical and administrative support to ensure efficient daily operations. This position serves as a key point of contact for the public, law enforcement personnel, and outside agencies. Responsibilities include managing records, processing official requests, handling sensitive information, and assisting with the coordination of departmental activities.

**ESSENTIAL FUNCTIONS:**

- Serve as the first point of contact for the public, answering phones, greeting walk-ins, and directing inquiries appropriately.
- Handle sensitive and confidential information, ensuring proper dissemination and compliance with applicable laws and policies.
- Provide administrative support to officers, including relaying messages, maintaining calendars, and processing reports.
- Maintain accurate filing systems, case records, arrest logs, and dissemination logs.
- Manage fiscal logs, handle payments, process parking ticket transactions, and prepare purchase orders for the department.
- Perform background checks and process expungements in accordance with department and state regulations.
- Process insurance requests for accident reports and discovery requests for court.
- Upload and submit crime data through UCR reporting systems.
- Assist with PennDOT road closure permits and coordinate departmental event calendars.
- Order supplies and maintain inventory for the department.
- Keep a precious metals log and issue solicitor's permits as required by borough ordinances.
- Coordinate with borough staff, state agencies, and outside organizations as necessary.
- Provide administrative support for parking-related tasks, including ticket exonerations and record keeping.
- Operate Records Management Systems (RMS), specifically In-Synch, to review reports and access confidential information.
- Use Microsoft Office Suite (Word, Excel, Outlook, SharePoint, Calendar) and Adobe for administrative tasks.

- Use specialized systems such as JNET, MPOETC TACS, PennDOT crash reporting, and parking-related programs.
- Perform any other administrative tasks as assigned.

QUALIFICATIONS:

- Excellent organizational skills with the ability to manage priorities simultaneously.
- Strong interpersonal and communication skills for both internal and public interactions.
- The ability to learn, understand, and apply Borough and State laws and regulations.
- The ability to learn, understand, and comply with department policies and procedures.
- High level of attention to detail and accuracy in records management and reporting.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Any combination of training, education, and experience that demonstrates an ability to perform the duties and responsibilities of the position.