

**TOWN OF COLRAIN
JOB DESCRIPTION**

Position Title:	Police Department Administrative Assistant		
Department:	Police	Date: 7/7/2026	FINAL
Reports to:	Chief of Police	FLSA Status	Non-Exempt

Position: 10 hours per week, non-benefited

Position Purpose: The purpose of this position is to perform skilled administrative work in supporting the operation; performing all other related work as required.

Supervision:

Supervision Scope: Responsible for various duties requiring a thorough knowledge of departmental operations. Must exercise considerable judgment to independently complete assigned tasks.

Supervision Received: Works under the general direction of the Chief of Police.

Job Environment: Work is performed under typical office conditions. Operates computer, fax machine, copier, and other standard office equipment. Make frequent contact with the public, other town departments, vendors, and other police departments. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

Essential Functions:

The essential functions or duties listed below 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 a logical assignment to the position.

- Provides administrative support to the Police Department.
- Types correspondence, memoranda, reports, forms and other documents.
- Maintains all department files and records.
- Assists the Chief with data gathering for the department budget and budget preparation.
- Maintains accurate account of the budget for the Police Department.
- Maintains various departmental records. Types and files reports, memos, letters, vouchers and cards.
- Processes firearms permits.
- Manages accounts payable and receivable; prepares detail invoices, tracks past due collections.
- Performs functions as follows: answering telephones, updating files, opening and sorting mail, typing and developing forms and correspondence, computer data entry and answering requests for information.
- Orders departmental supplies.
- Performs similar or related work as required, directed or as situation dictates.
- Use of Massachusetts computer systems such as SORIS, CJIS Web, and MIRCS

- Processes Motor Vehicle Violations for the RMV
- Tracks training requirements of Department staff
- Provides backup preparation of department payroll

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices, office equipment and terminology. Knowledge of applicable Massachusetts General Laws. Working knowledge of departmental operations as they relate to other town departments and offices.

Ability: Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies. Ability to maintain accurate records, such as payroll and billing. Ability to handle multiple tasks efficiently.

Skill: Superior administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Proficiency in MS Word and Excel; Excellent customer service skills. Excellent written and oral communication skills as well as organizational skills. Skill in all of the above listed tools and equipment.

This 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.