



John L. Hearn
Chief of Police

NEWTOWN TOWNSHIP POLICE DEPARTMENT

Office of the Chief of Police



100 Municipal Drive • Newtown (Bucks County) • Pennsylvania • 18940
Headquarters: 215-579-1000 • Fax: 215-504-2200
www.newtowntwppd.org

CONFIDENTIAL POSITION

Job Title: **Confidential Executive Assistant**

Category: Exempt (Management)

Salary: Est. Range \$70-80k

Department: **Police**

Reports to: **Chief of Police**

Summary:

Under the supervision of the Chief of Police, the Confidential Executive Assistant performs highly responsible and confidential administrative duties that support the Chief of Police and the Police Department. The Confidential Executive Assistant will also act as the Police Department's Open Records/CHRIA/Right to Know Officer, and will assist in management and oversight for coordinating all documentation involving patrol, investigations, community relations and other functions of the agency. The exercise of discretion and independent judgment is required to perform duties of this position. Strict confidentiality and meticulous attention to detail is also required due to the sensitive nature of the office.

Essential Job Functions and Duties:

- Receives, screens, prioritizes, and facilitates all communications to the Chief of Police including telephone calls and email messages.
- Researches and analyzes routine administrative projects for the Chief of Police.
- Acts as the Police Department's Open Records/Criminal History Record Act (HRIA)/Right to Know Officer.
- Perform and manages a wide variety of executive secretarial and administrative duties as required by daily operations within the police department.
- Coordinates office activities of professional support staff and schedules.
- Develops and recommends office policies, procedures, and systems.
- Maintains the Chief of Police office.
- Maintains confidentiality of all confidential and sensitive information.
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters.
- Ensures smooth office operations of the Police Department.
- Maintains and updates personnel files of department employees.
- Coordinates with the Accreditation Manager concerning the creation, distribution and maintenance of general orders, special orders, and policies.
- Sets up and coordinates meetings with department and inter-departmental personnel.
- Prepares and reviews written communications and reports, draft correspondence, schedules, memos, spreadsheets, and other documents from notes, dictation, or other sources.
- Prepares accounts payable and receivable reports.
- Manages the department's petty cash.

- Acts as a liaison with the Newtown Township Finance and Technology Departments.
- Prepares and verifies payroll reports for Professional Support Staff.
- Assists in the hiring, orientation, training, and supervision of civilian police department employees.
- Acts as the Human Resources contact for the department.
- Manages the annual uniform and equipment purchases of all sworn personnel.
- Coordinates the schedules and trainings for crossing guard(s).
- Performs other duties as assigned by the Chief of Police.

Qualifications:

Education and Experience

- Associate's Degree in Business Administration or equivalent field of study.
- Minimum three (3) years of administrative experience with related knowledge, skills, and abilities.
- Skills in Microsoft Office software and Google documents.
- Excellent and effective oral and written communication skills.
- Excellent organizational and interpersonal skills.
- Supervisory experience preferred.
- Ability to acquire a strong understanding of Police and Administrative systems including but not limited to UCR/NIBRS, Cody, Planit, PennDOT crash site, JNET as well as understanding and having a working knowledge of all relevant department policies.
- Knowledge of office practices, procedures, and equipment.
- Ability to learn new software applications, technology communications (Zoom) and telephone system protocols.
- Knowledge of standard accounting and management techniques.
- Ability to maintain a professional decorum and display a proper attitude in all dealings with the public, Township employees and others.
- Ability to follow departmental policy concerning record retention and destruction protocols.
- Applicants must be able to pass an extensive background investigation.

Benefits and Salary:

Newtown Township offers a competitive salary and benefits package. The salary range is negotiable depending upon the qualifications and experience of the selected individual but expected to be in the range of \$70-80k annually. The Township also provides a benefits program, including vacation, personal and sick leave, health, dental, life and disability insurance.

Working Conditions:

The position is full-time Monday through Friday with some occasional evening and weekend hours. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this position with or without reasonable accommodations. The employee is frequently required to conduct the following while performing the duties of this position: sit, stand, talk, listen, bend, walk, use hands to handle or feel objects, tools, or controls, reach with hands or arms, lift, carry, push, and pull up to 25 pounds. The employee is required to efficiently operate office equipment, including but not limited to, computer, printer, copier, phone, etc. The work is performed in a busy office environment.

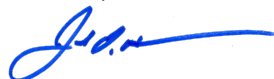
Selection Guidelines:

This job description is intended to convey the general nature and level of work performed by employees in this position and it is not intended to be an exhaustive list of all duties, responsibilities and working conditions required. The Township has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job-related tests might be used to evaluate an applicant's qualifications for this position.

Interested applicants should submit a letter of interest and resume to Laura Jean Tanner at ljt@twp.newtown.pa.us. The deadline for resumes is April 14th, 2023.

Newtown Township is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit and business need.

Thanks,



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