

Borough of Bristol - Position Available

Position: Full Time Clerical – Police Department

Job Summary

Under the general supervision of the police chief and borough manager, performs a variety of both complex and routine administrative duties. Ensure efficient daily operation of the department's practices and procedures. Regular, predictable and dependable attendance is essential to satisfactory performance of this job, along with strict confidentiality of daily information handled.

Key Responsibilities

- Perform routine clerical duties as assigned and directed.
- Assist with correspondence, emails and phone calls for the department
- Respond to inquiry requests in a timely manner
- Provide professional and courteous assistance to the public at the service window
- Collect payments and maintain accurate records of all transactions.
- Maintain accurate records and files as required for the efficiency of the department
- Assist in preparing payroll and any additional information requested by the Finance Department
- Data entry of information (citations, reports, etc.) for detailed record keeping
- Maintain associated databases for all information
- Provide any necessary reports as requested from databases
- Assist in preparation of officers' schedules, court appearances and notices.
- Schedule and coordinate appointments and meetings for personnel in the department
- Notify officers of various hearings, appearances and court related activities.
- Maintain time and leave records for all personnel that reports to the department
- Prepare assignments and schedules for select personnel in the department as directed.
- Type correspondence, file records, reports and other documentation as requested
- Prepares computer-generated documents and reports.
- Keeps office supplies appropriately stocked.
- Perform other related duties and operational tasks as required

Education

- Minimum - High School Diploma or Equivalent

Relevant Experience/Knowledge

- 5+ years of administrative experience preferred but not required
- Extensive working knowledge of MS Office: experience utilizing MS Word, Outlook, Excel, Publisher, etc.
- Excellent interpersonal skills and ability to deal with different personalities
- Excellent verbal/written communications skills

Skills & Competencies expected for all positions within this classification

COMMUNITY/CONSUMER FOCUS – Knowing the (internal and external) community needs and acting accordingly; and giving high priority to community/consumer satisfaction and customer service.

ORGANIZATIONAL AWARENESS -- Having and using knowledge of systems, situations, procedures, and culture inside the organization to identify potential problems and opportunities; perceiving the impact and the implications of decisions on other components of the organization.

QUALITY ORIENTATION -- Setting high standards regarding his/her work and working environment and acting accordingly; developing quality standards, continuously evaluating performance, products, and procedures; actively seeking ways to improve quality.

ATTENTION TO DETAIL -- Taking responsibility for a thorough and detailed method of working.

COMPUTER LITERACY -- Using computers effectively and efficiently in the working environment.

PLANNING AND ORGANIZING -- Setting priorities and defining actions, time, and resources needed to achieve predefined goals.

COMMUNICATION – Shaping and expressing ideas and information in an effective manner. Expressing ideas and opinions clearly in properly structured, well-organized, and grammatically correct reports or documents; utilizing language and terminology that is understandable for the reader.

TEAMWORK -- Working as a productive member of a cohesive group toward a common goal, and contributing to team development and effective team dynamics.

ACCOUNTABILITY -- Accepting responsibility that results in anticipation/prevention of problem areas from actions, and problem solving inside and outside the department/organization.

INITIATIVE -- Anticipating risks or challenges and acting on them; self-starting rather than waiting passively until the situation demands action.

Applications along with Resume can be submitted to the Borough in person Monday through Friday during the hours of 9:00 a.m. to 3:00 p.m. or can be mailed to: Bristol Borough, Attn: James Dillon, Borough Manager, 250 Pond Street (2nd floor), Bristol, Pa 19007. You may also email your Resume to the Borough Manager, James Dillon, at jdillon@bristolboro.com. Applications are being accepted through February 3, 2025.

James Dillon

Borough Manager