



Township of Lower Makefield

Administrative Assistant – Police Department

Organization: Lower Makefield Township, Bucks County, PA

Department: Police Department

Location: Lower Makefield Township Municipal Building

Position Type: Part-Time (30.0 hours per week)

FLSA Status: Non-Exempt

Hourly Rate: \$24.00 – \$27.00 per hour, commensurate with qualifications and experience

Position Summary

Lower Makefield Township is seeking a highly organized and detail-oriented Administrative Assistant to provide professional clerical and administrative support to the Police Department leadership and personnel. This position plays a critical role in ensuring efficient daily operations, maintaining confidentiality, and delivering high-quality service to the public, department personnel, and external agencies.

Key Responsibilities

- Provide administrative support to police leadership, officers, and department staff
 - Answer phones and front counter, respond to public inquiries, and direct calls appropriately
 - Prepare, type, edit, and file reports, correspondence, and official documents
 - Maintain confidential law enforcement records and databases in accordance with applicable laws and departmental policies
 - Process police reports, citations, permits, and related documentation
 - Perform cash management duties, including accounts receivable, accounts payable, and petty cash reconciliation
 - Coordinate scheduling for appointments, meetings, and court appearances
 - Assist with payroll processing and benefits administration when necessary
 - Maintain inventory records for office supplies and department equipment
 - Coordinate communication between departments and external agencies
 - Ensure compliance with departmental policies and applicable laws regarding records management
 - Provide additional administrative support as assigned
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Qualifications & Abilities

- High school diploma or equivalent (Associate's degree preferred)
- Minimum of 2 years of administrative or clerical experience (law enforcement experience preferred)
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience with TRACS and CODY systems preferred
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information
- Experience working in a police department or public safety environment
- Knowledge of records management systems
- Familiarity with criminal justice terminology and procedures

Physical Requirements

- Primarily sedentary work in an office environment within a police department
- Frequent use of a computer, keyboard, and telephone
- Occasional standing, walking, bending, and lifting of files or office supplies (up to 20 pounds)
- Ability to communicate effectively in person and by telephone

Compensation & Benefits

This part-time position (30.0 hours per week) offers a competitive hourly rate of **\$24.00 – \$27.00**, based on qualifications and experience. This position also includes paid time-off in accordance with the Employee Handbook.

Employment is contingent upon successful completion of a background investigation and any required clearances.

The above statements are intended to describe the general nature and level of work performed and are not an exhaustive list of all responsibilities, duties, and skills required.

Lower Makefield Township is an Equal Opportunity Employer.