

Thurmont Police Department  
Job Description

*Administrative Coordinator*

Kind of Work:

Receives direct supervision from the Chief of Police; performs, coordinates and oversees technical and office administrative support work within a group of law enforcement areas, enabling the Command Staff to perform other duties.

Examples of Work include but are not limited to:

- Provides administrative support to the Chief and Command Staff.
- Processes all Incident and Accident Reports for final approval, accuracy and appropriately disseminates to respective agencies.
- Serves as Department's Homeland Security Grant Manager to include preparing justification of purchases, financial statements, and maintaining inventory of purchases for potential audit cycles.
- Serves as Department representative during mandatory audits to include; CJIS at MD State level, NCIC at FBI Federal Level, UCR FBI reporting, and NCR LInX User Security.
- Serves as Department's CJIS Terminal Agency Coordinator (TAC).
- Obtains CN1 NCIC training to perform monthly state mandated Validations of records.
- Works directly with Frederick County IIT staff as Department's Technology Contact Point and attends meetings when necessary.
- Responsible for functionality and assignment of in-car computers and modems.
- Maintains and submits state mandated officer training to MPCTC.
- Prepares correspondence, memorandums, statistical reports, endorsements, administrative projects, etc.
- Maintains files regarding budget, personnel, training, case files, general correspondence, background investigations, etc.
- Records employee schedules to track use of leave, overtime, etc.
- Manages and prepares the Uniform Crime Report.
- Maintains and provides security of records, to include the release of information and retention of records.
- Provides information and assistance to the public on behalf of the Chief.
- Assists in directing the efficient allocation of Department's resources managing the procurement of goods and services in various areas of the annual operating budget.
- Provides backup support and performs duties of the Department Secretary, when necessary.
- Copies and distributes informational items to personnel.
- Prepare presentations for public meetings, as needed.

- Disseminates press releases, Notification Alerts, and maintains Department's Facebook messages.
- Fields inquiries from officers regarding Department's policies and procedures.
- Attends meetings and prepare meeting minutes when designated.
- Answers incoming calls and directs callers to proper location, as needed.
- Performs various other duties as assigned.

Qualifications and Requirements:

- Bachelors/Associates degree preferred.
- High School degree required, supplemented by administrative work experience.
- Ability to effectively organize and manage multiple priorities.
- Knowledge of Department's rules, regulations, policies and procedures.
- Ability to access and utilize word processing.
- Ability to prepare Power Point presentations.
- Ability to work with minimal supervision, maintain confidential information, and exercise good judgment.
- Satisfactory completion of background investigation, medical examination, and drug testing.
- Possess strong and effective spoken and written communication skills including the ability to compile and organize comprehensive data and statistical analyses, compose professional correspondence and reports, and records information accurately.
- Ability to develop and maintain effective working relationships with co-workers, court system, other criminal justice agencies, elected officials, media representatives, and the general public.
- Ability to work with sensitive information, maintain confidentiality, and insure integrity of the Department.
- Minimum typing speed of 45 words per minute.
- Possession of a valid driver's license.
- Capable of working varied hours and weekends.

Date: 2/29/2012