



Franconia Township Police Department

671 Allentown Road • Telford, Pennsylvania 18969
(215) 723-6777 • Fax (215) 723-1165 • www.franconiatownship.org



Michael L. Martin
Chief of Police

Hiring Announcement

Job Title: Administrative Assistant
Category: Full Time

Department: Police Department
Supervisor: Administrative Sergeant

POSITION SUMMARY:

The Police Administrative Assistant is responsible to the Chief of Police for administrative support that will promote department efficiencies in basic duties, including patrol, investigations, community relations, social media, and other functions of the agency.

POSITION REQUIREMENTS:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required.

- Produces letters, memos, monthly reports, and other forms.
- Answers phones for the police department; answers inquiries from residents.
- Greets and interacts with residents/visitors to police headquarters.
- Responsible for vendor/solicitor permit applications and permitting.
- Maintains the Department and Township social media accounts (Facebook, Twitter, etc.)
- Assists with entries in the Department calendar to include court hearings/processing.
- Assists with the purchase of office supplies, equipment purchases and replacements.
- Assists the Chief of Police with Grant projects and presentation materials.
- Assists with the budget, payroll, and invoices.
- Processes Department mail; receives and documents payments for services and reports.
- Maintains, prepares, and disseminates reports/records to include case files to the District Attorney's Office.
- Maintains Department's business contact and emergency contact files.
- Plans and coordinates special events such as meetings, conferences, community relations.
- Completes expungement orders.
- Assists the Chief with all Pennsylvania Right to Know requests.
- Transports evidence to the lab.
- Assists in NCIC validations/files/entries.
- Performs other duties as required by the Chief of Police.

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ABILITIES:

- Reacts calmly and thinks rationally in emergency situations.
- Withstands a moderately stressful work environment.
- Works independently on difficult and complex tasks.
- Maintains complex clerical records and prepares accurate reports.
- Maintains social media accounts, webpage, and internal internet-based documents.
- Interacts in a professional manner with all levels of agency personnel and the public; communicates effectively both orally and in writing.
- Analyzes and manipulates data for required reoccurring administrative reports.
- Comprehends verbal and written instructions; organizes and prioritizes workload efficiently; manage personal and confidential information tactfully.

EQUIPMENT:

- The ability to operate the following pieces of equipment:
 - Telephone
 - Two-way radio
 - Computer
 - 911 MDC System
 - Photocopier
 - Fax Machine
 - ALEIS (Records Management System)

EDUCATION, EXPERIENCE and TRAINING:

- Education: College Degree Preferred and/or related experience
- Possession of a valid driver's license.
- Extensive knowledge of Microsoft Office Software and Google Docs.
- Applicants must be able to pass an extensive background investigation.

Interested candidates should submit a letter of interest and resume to:

Michael L. Martin, Chief of Police
mmartin@franconia-township.org.

The deadline for resume submissions is July 18, 2022.

Franconia Township complies with all Equal Opportunity Employment and Americans with Disabilities Act requirements. All qualified applicants will receive equal consideration as to their ability to perform the essential functions of the position.