



NORTHERN LANCASTER COUNTY REGIONAL POLICE DEPARTMENT

- ☒ General Order
☐ Special Order
☐ Personnel Order

Order Number
6.3.6

Subject: Job Description – Administrative Assistant			
Original date of issue: 01/22/2013	Effective date: 11/21/2024	Expiration Date:	Until amended or revoked
Reference: Executive Assistant, CEA			
Amends: 01/22/2013		Rescinds:	
Review Dates: 3/30/21, 11/21/2024			
Index words: Administration, Command Function			
Distributions: 1. General Order Manuals 2. Reading Verification to all Personnel 3. Distribution via Power DMS			
In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.			

This order consists of the following part(s):

6.3.6 Job Description – Administrative Assistant

I. Nature of Work

This is a civilian (non-sworn) position. The Administrative Assistant (ie: Executive Assistant, Chief Executive Assistant, or **CEA**) is directly responsible to the Chief of Police and will assist him in carrying out administrative duties.

The Administrative Assistant will assist the Chief with the fiscal administration of Department activities. In general, the Administrative Assistant will manage all fiscal control and monitoring systems for all funds and will routinely provide the Chief with financial management information. The Administrative Assistant will work closely with the Department's auditors to ensure the continued compliance of all fiscal systems.

The Administrative Assistant is responsible for the administration, preparation and execution of all Department accounting policies. In addition, the Administrative Assistant is responsible for payment of bills, accounts receivable, payroll and management of all fringe benefit programs including pension plans provided to Department employees.

The Administrative Assistant is responsible for any and all secretarial duties

associated with executive support of/by the Chief of Police.

The Administrative Assistant is recognized as a professional service provider, under direct report of the NLCRPD. The EXA is expected to adhere to the agency's mission and meet the values and standards of the organization.

II. Job Task Descriptions

The following are descriptions of work tasks, which the Administrative Assistant must be capable of efficiently performing in an unassisted, individual capacity unless otherwise indicated. The Administrative Assistant must be capable of performing these tasks at any time, and at all times, repeatedly, upon immediate notice or the need to do so, while on duty.

The tasks described under the heading **"Essential Functions Performed by Administrative Assistant"** described hereafter are deemed by the Department to be "essential functions" of the position, which must be performed as a "business necessity" of the Department, as those terms are defined under 29 CFR Sec. 1630.2.

The "essential functions" identified will consume nearly all of the time devoted on the job by the Administrative Assistant. The failure of the Administrative Assistant to perform most of these tasks could, directly or indirectly, lead to a failure of the system resulting in a "direct threat" to other members of the Department, as defined under 29 CFR Sec. 1630.2.

The tasks described herein as **"Non-Essential Functions Performed by the Administrative Assistant"** do not constitute "essential functions" that must be performed as a "business necessity" of the Department, as those terms are defined under 29 CFR 1630.2. These "non-essential" tasks are, however, important tasks required to be performed by the administrative assistant and for which the employee is accountable to efficiently perform, except to the extent such performance may be excused under applicable state and federal laws concerning qualified disabled individuals.

The listings of **"essential functions"** and **"non-essential functions"** herein are not necessarily all of the tasks, which are expected to be performed by the Administrative Assistant. Additional tasks, not specifically listed, may be considered **"essential functions"** or **"non-essential functions"** in the discretion of the Department.

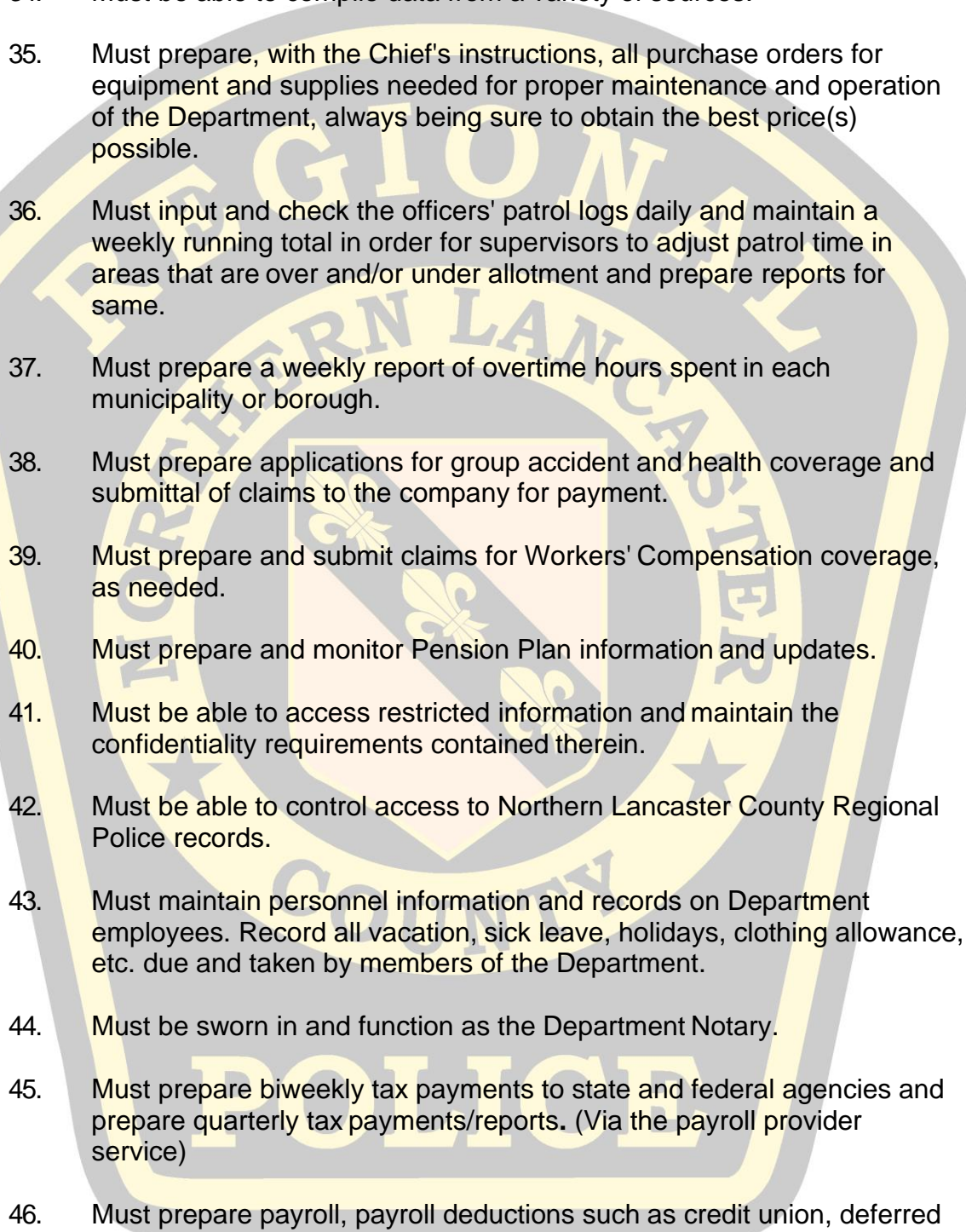
ESSENTIAL FUNCTIONS

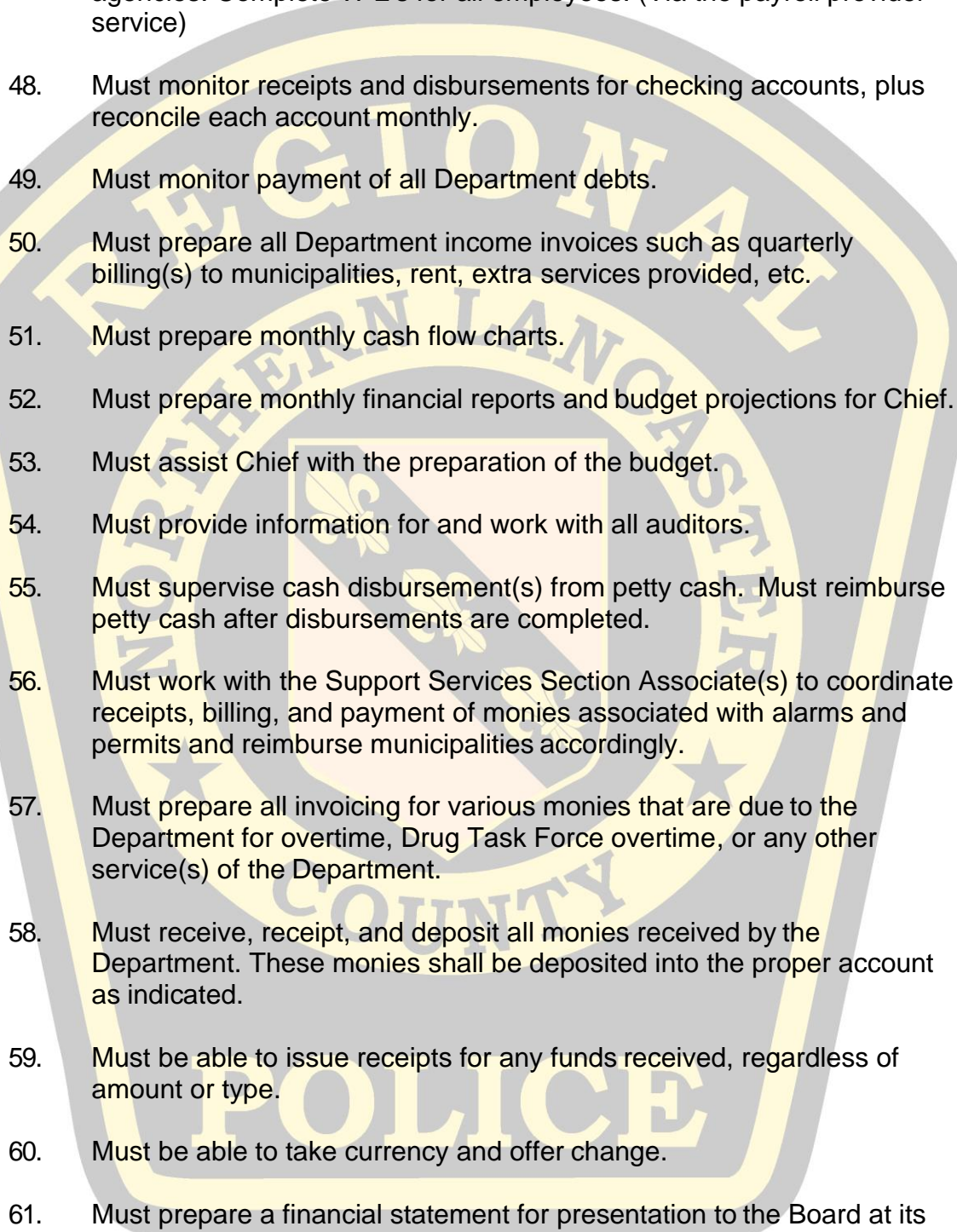
1. Must be able to read, comprehend, and write the English language.
2. Must be able to write inter-office memos, letters, and

other correspondence.

3. Must be able to talk to vendors and the general public who visit the Northern Lancaster County Regional Police Headquarters and be able to conduct necessary business.
4. Must be able to understand and follow complex oral instructions.
5. Must be able to establish and maintain working relationships with superiors, co-workers, employees of other agencies and members of the general public.
6. Must be able to take notes and/or messages from the public for members of the Department.
7. Must have a basic mathematical understanding and have the ability to conduct multiple calculations (add, subtract, multiply, divide).
8. Must be able to use and operate a calculator.
9. Must be able to use and operate a keyboard.
10. Must be able to use and operate a copier and collate correspondence.
11. Must be able to use and operate a FAX machine.
12. Must be able to use a video display screen.
13. Must be able to understand and use a network computer system.
14. Must be able to use various printers.
15. Must be able to maintain regular work attendance and/or avoid chronic absenteeism.
16. Must be able to stay calm and effective when dealing with stressful situations.
17. Must be able to prioritize job tasks in an effective manner.
18. Must perform as the secretary to the Chief of Police.
19. Must maintain private files and records for the Chief of Police.
20. Must field requests for the Chief's time.

21. Must handle all duties assigned by the Chief. Taking dictation, transcribing communications, meeting minutes, and/or composing letters and reports. (Copy for the file)
22. Must open mail daily, referring to the Chief that correspondence that requires his attention, along with the background data necessary for him to comply with any requested action. Other correspondence must be forwarded to the individual(s) responsible for the same.
23. Must be able to prepare outgoing information for mailing; must be able to operate a postage scale, meter, or associated program.
24. Must be able to dial and answer a telephone and route calls through to the proper person(s).
25. Must maintain all Departmental records and files, except those files and records kept by the Support Services Division in the Records Section.
26. Must be able to lift and bend to use file drawers and file system.
27. Must function as Corresponding Secretary to the Board of Commissioners, making notification of meetings, taking minutes of the Board Meetings, gathering requested data, and doing all other miscellaneous assignments given by the Board through the Chief of Police.
28. Must compose, place, and monitor Department ads/news releases as assigned and appropriate.
29. Must assist with typing all monthly reports, letters, and other requests by the Lieutenants, Sergeants, and Officers of the Department in a backup capacity when assigned or approved through the Chief of Police.
30. In concert with the Support Service Supervisor and Support Service Associate(s), must reply to all letters of request by insurance companies for accident and/or incident reports; send invoices, when necessary and processing payments for same; must forward requests for reports to the Support Services Section for compliance and mailing.
31. Must research, compile, and complete all required data for applications to receive federal funds as assigned by the Chief.
32. Must process and complete all fiscal and financial reports that are required for the auditing of any grants received by this office.

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- The seal of the Northern Lancaster County Regional Police Department is a large, semi-transparent watermark in the background. It is a circular emblem with a yellow border. Inside the border, the words "NORTHERN LANCASTER COUNTY" are written in a circular path. In the center of the seal is a shield with a blue field containing a white fleur-de-lis, and a red field containing a white fleur-de-lis. A yellow banner with black text is draped across the shield, but the text is illegible. Two yellow stars are positioned on either side of the shield.
33. Must be able to process and analyze information from printout reports.
 34. Must be able to compile data from a variety of sources.
 35. Must prepare, with the Chief's instructions, all purchase orders for equipment and supplies needed for proper maintenance and operation of the Department, always being sure to obtain the best price(s) possible.
 36. Must input and check the officers' patrol logs daily and maintain a weekly running total in order for supervisors to adjust patrol time in areas that are over and/or under allotment and prepare reports for same.
 37. Must prepare a weekly report of overtime hours spent in each municipality or borough.
 38. Must prepare applications for group accident and health coverage and submittal of claims to the company for payment.
 39. Must prepare and submit claims for Workers' Compensation coverage, as needed.
 40. Must prepare and monitor Pension Plan information and updates.
 41. Must be able to access restricted information and maintain the confidentiality requirements contained therein.
 42. Must be able to control access to Northern Lancaster County Regional Police records.
 43. Must maintain personnel information and records on Department employees. Record all vacation, sick leave, holidays, clothing allowance, etc. due and taken by members of the Department.
 44. Must be sworn in and function as the Department Notary.
 45. Must prepare biweekly tax payments to state and federal agencies and prepare quarterly tax payments/reports. (Via the payroll provider service)
 46. Must prepare payroll, payroll deductions such as credit union, deferred compensation, dependent care, etc. for all Department employees on a biweekly basis.

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47. Must compile all data and statistics required by the payroll function and make all biweekly, monthly, and quarterly deposits to the proper agencies. Complete W-2's for all employees. (Via the payroll provider service)
 48. Must monitor receipts and disbursements for checking accounts, plus reconcile each account monthly.
 49. Must monitor payment of all Department debts.
 50. Must prepare all Department income invoices such as quarterly billing(s) to municipalities, rent, extra services provided, etc.
 51. Must prepare monthly cash flow charts.
 52. Must prepare monthly financial reports and budget projections for Chief.
 53. Must assist Chief with the preparation of the budget.
 54. Must provide information for and work with all auditors.
 55. Must supervise cash disbursement(s) from petty cash. Must reimburse petty cash after disbursements are completed.
 56. Must work with the Support Services Section Associate(s) to coordinate receipts, billing, and payment of monies associated with alarms and permits and reimburse municipalities accordingly.
 57. Must prepare all invoicing for various monies that are due to the Department for overtime, Drug Task Force overtime, or any other service(s) of the Department.
 58. Must receive, receipt, and deposit all monies received by the Department. These monies shall be deposited into the proper account as indicated.
 59. Must be able to issue receipts for any funds received, regardless of amount or type.
 60. Must be able to take currency and offer change.
 61. Must prepare a financial statement for presentation to the Board at its monthly meeting.
 62. Must verify, process, and prepare all billings for the Chief's/Lieutenant's

approval. Must prepare the payment checks for those billings for the Commissioner's signatures.

63. Must complete all other special assignments as assigned by the Chief.

NON-ESSENTIAL FUNCTIONS

1. Should be able to speak, articulate, and communicate clearly within the Northern Lancaster County Regional Police Department radio system to dispatch and receive information.
2. Should be able to process requests for information from insurance providers.
3. Should be able to process information requests from outside law enforcement agencies.
4. Should be able to conduct queries, using the Northern Lancaster County Regional Police automated database.
5. Should be able to read Fax, E-mail, and Clean messages.
6. Should be able to lift file boxes and material up to 50 pounds.
7. Should be able to talk with co-workers to review cases for proper information dissemination.

III. Privacy Official Functions

The Privacy Official is responsible for developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), developing employee training programs, publishing and distributing the Notice of Privacy Practices, and serving as the designated decision maker for issues and questions involving interpretation of the privacy rules in coordination with legal counsel as needed. The Privacy Official will be responsible for the following tasks:

1. Inventorying the uses and disclosures of Protected Health Information by the company.
2. Working with management to determine the individuals and classes of individuals who need access to PHI.
3. Developing and implementing a training program.

4. Ensuring that compliance documents are drafted, implemented, and delivered, as applicable. The documents include amendments to plan documents, changes to business associate contracts, privacy policy, and the Notice of Privacy Practices.
5. Developing authorizations, complaint forms, logs, and other documents to be used to comply with HIPAA's privacy requirements.
6. Establishing and administering the process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the Company's uses and disclosures of Protected Health Information.
7. Developing and implementing procedures for providing plan participants with an accounting, requesting an amendment, accessing, and requesting restrictions on uses and disclosures of Protected Health Information.
8. Maintaining documentation per the Record Retention Policy.
9. Understanding and advising staff about privacy requirements, minimum necessary uses and disclosures, and future changes in laws or regulations related to privacy.
10. Auditing and monitoring the privacy program.
11. Notifying or overseeing the notification of individuals, the media, and the Department of Health and Human Services of any breach of unsecured PHI, in accordance with the provisions of the HITECH Act.

IV. Security Officer Functions

1. Maintaining current knowledge of applicable federal and state security laws that relate to the company's group health plan.
2. Conducting an initial inventory of the types of electronic Protected Health Information (PHI) received, maintained, or transmitted by the company.
3. Certifying that the Company does not create, receive, or maintain any electronic PHI by conducting a Risk Assessment.
4. Adopting a Security Policy that establishes the Company's position with respect to PHI and the Company's intent to avoid creating or receiving any PHI in an electronic format.

5. Notifying vendors, and, if appropriate, employees, that the Company does not intend to create or receive any PHI in an electronic format.
6. Maintaining documentation in accordance with the record retention provisions of the Security Policy.
7. Understanding and advising staff about security requirements and future changes in laws or regulations related to security; and
8. Auditing and monitoring the security program, making changes as appropriate, and notifying the staff of any changes.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND CAPACITIES:

- Must have knowledge and proficiency in payroll software applications.
- Must have knowledge and proficiency in accounting procedures.
- Must have knowledge of computer capabilities and operating systems.
- Must have knowledge of office practices and theory.
- Must have knowledge of administrative practice and theory.
- Must have knowledge of the criminal justice system.
- Must have knowledge of the local law enforcement system.
- Must have the ability to work with fellow co-workers, other officials, and members of the Department and citizens of the community.
- Must have the ability to make operational and support decisions under routine and emergency situations.
- Must be able to use multiple-line phone systems.
- Must have skills in typing, communicating, coordinating

information, and work tasks.

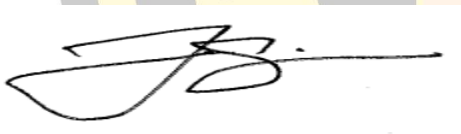
- Must have five years of related business experience.

DESIRABLE EDUCATION, TRAINING AND EXPERIENCE

- Graduation from high school at a minimum, with graduation from a two-year accredited college preferred.
- Thorough knowledge and experience with computer hardware and software applications.
- Must possess and maintain a valid operator's license issued by the Commonwealth of Pennsylvania.
- Must have experience with and be able to type a minimum of 50 wpm.

Effective: November 21, 2024

By order of



Joshua P. Kilgore
Chief of Police