



# THE TOWN OF EATONVILLE POLICE DEPARTMENT Job Vacancy

**Division/Department: POLICE DEPARTMENT**

**Location: 11 PEOPLE STREET**

**Job title: EXECUTIVE ASSISTANT**

**Reports to: CHIEF OF POLICE**

**Level/Grade: I**

**POSITION# 521**

**SALARY- 25,000-29,500**

**DOE**

**Type of position:**

**Full-time**

**Part-time**

**Contractor**

**Intern**

**Hours: 80/per week**

**Exempt**

**Non-exempt**

**General Description:**

Assists the Chief of Police by performing and coordinating administrative support services; does other related work.

**ESSENTIAL JOB FUNCTIONS-** Acts as principal assistant on Administrative Matters. Collects data for and assists in preparation of the administrative aspects of the annual budget; Coordinates fiscal procedures within the organizational unit including budget implementation and control; making sure that expenditures are in accordance with the allocation of funds by keeping an Excel spreadsheet. In coordination with the department personnel office, initiates personnel transactions required by the organizational unit including separations, promotions, leaves, transfers; Keeps current and informed of new and revised personnel policy statements, regulations, directives, and other communications published by the departmental personnel office, and develops plans and procedures for implementation of such communications. Initiates recruiting by interviewing job applicants, and conducts and/or arranges for appropriate employee orientation; Coordinates the collection of data, and preparation of administrative and informative reports on support of program activities, time and attendance records, leaves, terminations, new employees, transfers, fiscal expenditures, and statistical records of performance data. Expedites and coordinates services such as maintenance, repairs for police vehicles; Schedules appointments and maintains daily calendar for Chief of Police; Collects and checks payroll sheets to ensure accuracy; Liaison between agency and FDLE (by signed contract). Terminal Agency Coordinator (TAC) – Agencies accessing the FCIC/NCIC system must designate a TAC to ensure compliance with FCIC/NCIC and rules, regulations and operating procedures and to facilitate communication between FDLE and the Agency. The TAC must maintain a current CJIS Certification. Schedules test for Re-Certification of all law enforcement officers in Agency. Agency appointed Point of Contact (POC) for the Driver and Vehicle Information Database (DAVID). Pulls and disseminates daily correspondence; Prepares agenda items for Town Council Meetings; Prepares power point presentations when

necessary; Prepares missing children's posters to disseminate to the public when necessary; Disseminates training bulletins as they arrive through correspondence to all officers; Takes notes and keeps all pertinent information on staff meetings; Prepare monthly gas card reports; Operates Security System Manager- all door security system (KANTECH); responsible for deleting and assigning new security numbers; Prepare and print out Wanted/Missing Children posters; Order office supplies; Pull Sexual Predator weekly report (when asked by Chief of Police or Police Captain); Prepare Seat Belt Violation Report to FDLE; Gathers and prepares all Pay Sheets; Does all transcriptions on interviews done by Detective; Maintains updated inventory list for all electronic devices and office furniture; Process all invoices to Town Hall; Help in quarterly reports for Police Department Grants; Set-up new invoice files for current fiscal year and file previous year's invoices; order new gas cards for new officers as well as all uniforms and needed equipment; Prepares data bases when asked by Chief of Police; Scans and inputs records into new Records Management System; Prepares and prints officers business cards; prepares departmental brochures; pulls surveillance when necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of business English, spelling, punctuation and grammar. Thorough knowledge of modern office practices, procedures, systems, computer, and office equipment. Thorough knowledge of filing systems and records management. Knowledge of organizational operations and procedures. Advanced skill in the operation of office equipment including adding machines, typewriter, reproduction machines, telephone systems and word processors (including updated word for windows and software). **Ability** to exercise judgment and discretion in applying and interpreting organizational rules, regulations, policies and procedures. **Ability** to take complex and technical dictation at a satisfactory rate of speed and the ability to transcribe accurately from dictation, knowledge of recording equipment. **Ability** to establish and maintain effective working relationships. **Ability** to maintain friendly and effective customer service skills. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

High School Graduate, with two (2) years relevant experience supplemented with Administrative and general office work experience and a minimum of five (5) years of Administrative experience. Computer literate with extensive experience in MS and Word and Excel.

Town Clerk  
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Or email to: [cwilliams@townofeatonville.org](mailto:cwilliams@townofeatonville.org)