JOB DESCRIPTION

Class Title: PD Administrative Assistant
Department: Ranson Police
Date: October 16, 2026

Location: 700 N. Preston Street
Grade/Step #: Grade 6 – Grade 12
Name: _____

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the Ranson Police Department Immediate changes may be made as seen fit by the Chief of Police or his designee. This applies to both full-time and part-time administrative assistants.

SUPERVISION RECEIVED

Works under the general supervision of Police Captain and ultimately the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensuring the front door (public entrance) is open from 9:00am until 5:00 pm Monday-Friday each week, excluding holidays.

1. Lunch hours will generally be from 11:00am – 12:00 noon *or* 12:00pm – 1:00pm
2. In the case where two Administrative Assistants are on duty at the same time, said lunch hours will be split to ensure the front office is always open to the public.
3. In the event there is only one Administrative Assistant available to cover the lobby, the Chief, Captain, or Duty Supervisor will be notified.

Greeting all people coming into the Police Department and answer incoming telephone calls.

1. NO legal advice shall be given in any criminal, civil or municipal complaint. No Administrative Assistant will ever represent themselves as a sworn member of the Ranson Police Department.
2. Handle calls for service as follows:
    a. If someone *telephones* in and has the need for an officer to respond-***FORWARD CALL TO DISPATCH***
    b. If someone comes into lobby and requests a report be taken or if a crime has already occurred, **ONLY** confirm the incident has occurred in Ranson, checking jurisdictional map as needed. If an officer is in the building forward to officer. If no officer is in building, call on radio requesting available officer come into office.
    c. If incident location is not in Ranson; having checked jurisdictional map, direct to correct jurisdictional department.
3. Any information obtained or overheard shall NOT be discussed with anyone outside the Ranson Police Department for any purpose.
4. Information regarding DMV issues; i.e. points, will NOT be provided by any Administrative Assistant. They shall direct the inquiring person to the WV DMV via website or phone.
5. Officers' schedules and/or cell phone numbers (which are private) shall not be given out to the general public.

RECORDS

1. Maintain RPD automated files i.e. citations, payment plans, DMV suspensions, accident reports, tow logs, and release forms. General orders, memorandums and current law updates are generally maintained by the Court Clerk. Said records shall be filed in an orderly fashion as approved by Chief of Police.

2. Yard Sale Permits/Special Activity permits shall be recorded and kept and accessible to all members of RPD.
3. Perform background checks for authorized federal government employees, NOT to exceed records directly involving RPD.
4. Driver license checks and/or vehicle registration checks shall be conducted ONLY by Officers upon immediate related court issues.
5. Maintain Subpoena Calendar
    a. Forward received and date stamped subpoenas to be texted via RPD OFFICIAL group text and hard copy to be placed in officer's "mailbox cubby".

HANDLING OF CURRENCY/COLLECTION OF FINES AND FEES

1. All currency, in any form, collected shall be receipted electronically via InCode.
2. Credit card machines will be "settled" aka batched out at close of each current business day.
3. The drop box outside the front lobby door will be checked, emptied and receipted weekly.

GENERAL RESPONSIBILITIES / PRACTICES / ETHICS

1. Responsible for any administrative tasks assigned by the Captain or Chief
2. NO gratuity shall be permitted or accepted for any reason.
3. Personal social media, in any form by either work or personal device shall not be permitted during work hours.
4. Administrative assistants SHALL NOT identify as a law enforcement officer at any time for any reason.
5. SHALL NOT discuss any police matters or personal matters concerning suspects or victims outside the Police Department.
6. Supply closets will be inventoried weekly to ensure proper stockage.

PERIPHERAL DUTIES

Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma and
- Five (5) years of related experience; or
- Any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Desired Knowledge, Skills and Abilities

- Working knowledge of the principles and practices of modern public administration; working knowledge of modern records management techniques; working knowledge of the management of a police department.
- Skills in operation of listed tools and equipment.
    - Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED

Typewriter, desktop computer: including word processing, spreadsheets, and multiple database software; calculator and 2-way radio/cell phone, copy/fax/scan machine.

While performing the duties of this job, the employee is often required to sit and talk or hear, use hands to manage, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet.

SELECTION GUIDELINES

A formal application rating of education and experience; oral interview and reference check; job-related tests may be required.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL: _____
Supervisor

APPROVAL: _____
Appointing Authority

Efective Date: October 19, 2026

Revision History:
20261019
20211201
20170701
20110711