



## Open Job Posting

### Administrative Assistant / Police Clerk



Position Title: **Administrative Assistant / Police Clerk**  
Department: Police  
Job Type: Part-Time  
Salary Range: \$25 - \$29 / hour (determined on qualifications)  
Classification: Hourly, Non-exempt  
Schedule: 3 days per week (must include Friday)

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#### Position Summary:

The Hamilton Township Police Department is seeking a detail-oriented and highly organized Administrative Assistant / Police Clerk to provide essential clerical and administrative support to the police department to ensure efficient operation. The ideal candidate will possess excellent communication, time management, and proficient computer skills in Microsoft Office Suite, and will be capable of maintaining confidentiality in a law enforcement environment.

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#### Key Responsibilities:

The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Perform general clerical duties, including answering phones, greeting visitors, and managing emails.
- Prepare, file, and maintain police reports, records, and other confidential documents.
- Assist with data entry into law enforcement databases (e.g. LEADS, NLETS, LRMS).
- Respond to public inquiries regarding reports, citations, or department procedures.
- Assist command staff in the preparation of budget information and presentations.
- Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
- Process and distribute incoming and outgoing mail and correspondence.
- Maintain inventory of office supplies and order as needed.
- Ensure compliance with recordkeeping policies and confidentiality regulations.
- Prepare, file, and maintain police reports, correspondence, and confidential documents for internal and external use.

- Process requests for information such as public records and background checks in accordance with applicable laws.
  - Assist with department correspondence including memos and emails.
  - Ability to follow instructions, solve problems and work with minimal supervision.
  - Township interdepartmental collaboration and support ensuring smooth operations across the organization.
  - Other related duties as assigned.
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**Qualifications:**

- High school diploma or GED required.
  - Prior administrative experience.
  - Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office equipment.
  - Strong organizational and time management skills.
  - Excellent written and verbal communication abilities.
  - Ability to maintain confidentiality, exercise discretion, and ability to distinguish and disseminate sensitive information.
  - Ability to assess, plan, organize, and execute essential job functions without a need for constant supervision.
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**Preferred Qualifications:**

- Associate degree or coursework in criminal justice, public administration, or office management.
  - Prior experience working in a police department or other public safety office.
  - Knowledge of law enforcement terminology and procedures.
  - Familiarity with public records laws and reporting systems.
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**How to Apply:**

Interested applicants should submit a resume, cover letter, and employment application\* to:

**Cheryl Allgeyer, HR Manager**

**callgeyer@hamilton-township.org**

**Subject Line: Police Administrative Assistant Application**

\*for employment application: <https://www.hamilton-township.org/employment>