



Announcement

Essex Police Department

11 John Wise Ave
Essex, MA. 01929
(978) 768-6628

Paul D. Francis
Chief of Police

Job

The Essex Police Department in conjunction with the Essex Fire Department and the Essex Harbormaster is currently accepting applications for the position of Public Safety Administrative Clerk. The position is, by its very nature, a position requiring confidentiality with respect to information that is both highly sensitive and personal in nature. It is for this reason that the employee must be able to maintain confidentiality of information that comes into various public safety departments, without exception. This is a 40 hour-per-week salaried position working generally from 8:00 a.m. to 4:00 p.m. Monday through Friday. This position is dedicated to police/harbormaster related administrative functions 30 hours per week, with 10 hours per week dedicated to fire department administrative functions. The Public Safety Administrative Clerk position falls under the provisions of the American Federation of State, County and Municipal Employees (AFSCME), Local 2905, contract. As such this job opening is to first be considered by existing employees covered by the contract, with a five-day period reserved for the acceptance of written applications from such existing employees prior to the position being advertised outside of the organization.

This position answers directly to the Chief of Police and provides administrative services to the Police Department, Fire Department as well as assisting with the Harbormaster Department by performing a variety of administrative, technical, fiscal and clerical responsibilities. The Chief of Police coordinates the employee's interactions with the Fire Department and the Harbormaster. Municipal payroll and budgeting experience is an essential requirement to be considered for this position.

The Essex Police Department currently employs (10) full-time police officers as well as (3) part-time police officers. In addition to the opportunity to work in a state-of-the-art facility, the position offers a comprehensive medical plan with a 25% employee contribution and optional dental and vision plans with 100% employee contributions, vacation time and paid holidays, as well as other benefits detailed in the AFSCME, Local 2905, contract.

Duties and responsibilities include:

- Calculate and submit weekly payroll hours for Police, Fire and Harbor Department employees using an Excel spreadsheet and, if applicable, any online payroll system, meeting deadlines set by the Town Accountant and Town Treasurer.
- Monitor and maintain budget weekly, making necessary line item and reserve fund transfers as requested and authorized by the Chief of Police, Fire Chief and Harbormaster.
- Track employees' time off, maintain a computer record of all compensable time off, and submit Leave Notification Forms to the Town Administrator periodically.

- Prepare weekly departmental deposits, billing schedule, and submit invoices to the Town Accountant/Treasurer, ensuring deduction from the appropriate line items.
- Ensure that budget is reconciled with Town Accountant's monthly budget report.

- Receive, track, and submit civil citations and written warnings to the Registry of Motor vehicles after completing all necessary paperwork, and recording citation information on the required Audit Sheets.
- Collect Parking tickets and additional citations from officers, separate copies as required and forward appropriate copies to the Town Clerk.
- Prepare departmental private duty requests as needed and post accordingly.
- Process departmental private duty slips for payroll and bill vendors for private duty shifts completed by officers.
- Maintain private duty invoices for bills paid and those that are unpaid separately, and follow up with vendors and rebill when necessary.
- Maintain Motor Vehicle Accident reports, submit required copies to the Registry of Motor Vehicles, and prepare and submit insurance forms as requested by insurance companies.
- Answer telephones and take messages as appropriate, and be available in the office to research information requested by other agencies, when applicable.
- Assist in preparation of the Annual budget
- Maintain Harbor Department responsibilities as described in the *Job Description*
- Other duties as assigned
- A copy of the job description is available upon request.

Applicants must be 18 years of age, a U.S. citizen or legally allowed to work in the United States, and possess a valid Massachusetts driver's license. Candidates must have good moral character, and pass a host of tests which include, but not limited to, drug test, medical screening, psychological test, as well as complete a favorable background check.

In addition, the ideal candidate will be detail-oriented and possess the following qualifications:

- Have a 5-10 years of experience in an office environment, including accounting and budgeting experience.
- Proficiency in the use of Microsoft Excel and Microsoft Word –**Proficiency in Quick Books Pro and Munis are preferred, but not required.**
- Ability to work independently.
- Basic knowledge of Massachusetts General Laws, including procurement procedures and regulations, and public records law.
- Knowledge of FLSA and payroll procedures.
- Previous experience in a law enforcement agency is desired.
- Minimum of an Associate Degree; bachelor's Degree is preferred.

The present Step 1 rate of compensation for the Police Secretary is \$26.01/hour.

At this time, interested candidates must submit a cover letter and resume to the attention of Chief Paul Francis at pfrancis@essexma.org. The position will remain open until filled.

Dates posted: 07/07/2023 through: UNTIL FILLED.

The Essex Police Department conducts background checks as part of the hiring process.

No person who has been convicted of a felony or of an offense involving Chapter 94C or 209A of the Massachusetts General Laws, or similar violations in other areas, will be considered for police employment.

The Essex Police Department and the Town of Essex recognize the right of individuals to work and advance on the basis of merit, ability, and potential without regard to age, color, disability, gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, or sexual orientation. Non-discrimination and equal opportunity are the policy of the Town and this Department in all of its hiring programs and activities. To learn more about how the Town of Essex and the Essex Police Department commit to taking affirmative measures, please visit the town Rules and Regulations at

https://www.essexma.org/sites/g/files/vyhlf4406/f/uploads/view_the_entire_personnel_rules_regulations.pdf