



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for one (1) full-time **Police Assistant** in the **Police Department**.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

This is a civilian personnel position in the Beacon Police Department. It involves the performance of routine but responsible and necessary work. Duties include the maintenance of records, retrieval of information, completion of reports, operation of communications equipment, and the performance of related tasks. The work is carried out in accordance with established office procedures. This work location is confined to the police department. Work is performed under the direct supervision of a police officer on duty. Incumbent should have good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to code and classify reports and other data; ability to type at an acceptable rate of speed and accuracy; ability to learn how to operate police station equipment including communications equipment and automated data retrieval equipment; ability to maintain important and confidential files and records; ability to compile simple statistical reports; ability to maintain confidentiality; ability to follow detailed oral and written instructions; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES:

- Operates radio communication system;
- Files, updates and generally maintains criminal records;
- Answers telephone and records messages;
- Receives, sorts, indexes and files a variety of materials;
- Operates a variety of standard office equipment;
- Codes and classifies police reports and blotter entries via a computer terminal;
- Operates a computer terminal to send and retrieve messages and motor vehicles and criminal data;
- Prepares simple statistical reports;
- Types letters, memos, reports and other correspondence;
- May correspond with insurance companies regarding requests for accident reports;
- Does related work as required.

SALARY/HOURS: \$20.51 per hour; working forty (40) hours per week, inclusive of a paid 30 min lunch.

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

Applications are accepted until position is filled.

NOTE: This position is a provisional appointment and subject to a Civil Service examination.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Beacon is an Equal Opportunity Employer M/F/V/H