

Hooksett Police Department

Job Description

ADMINISTRATIVE RECORDS CLERK

PART-TIME

A. Summary

The part-time administrative records clerk is responsible for providing administrative and clerical services in order to ensure efficient administrative operations. General office duties would include typing, filing, and the keeping of various records. This position will maintain a general proficiency in the duties of the Receptionist, Prosecution Assistant and Administrative Assistant while providing a continuance of duties during the absence of these administrative support personnel.

B. General Duties and Responsibilities

Under the direction of the Support Service Administrator, it is the duty and responsibility of the part-time administrative records clerk to:

1. Provide secretarial and administrative support to include data entry and all other assigned duties in order to ensure effective and efficient operations.
2. Maintains the master name database.
3. Assist office staff in answering all incoming calls on the business lines.
4. Answer inquiries from the public or direct them as required in order that the proper information may be provided. This includes all visitors to the police and administrative lobbies. Greet and assist visitors in a courteous manner.
5. Handle the job responsibilities of the Receptionist in his/her absence.
6. Handle the job responsibilities of the Administrative Assistant when required.
7. Assist Prosecution as required.
8. Perform Support Services and other general office duties as required.
9. Perform other related duties as required.