



Southern Clarion County Regional Police Department

SOUTHERN CLARION COUNTY
REGIONAL POLICE DEPARTMENT

220 Broad St. New Bethlehem, PA 16242

P: 814.275.1180 | F: 814.275.2963

police@SCCRPD.com | www.SCCRPD.com

ADMINISTRATIVE ASSISTANT WANTED

Southern Clarion County Regional Police Department is seeking dependable, skilled part-time secretary/administrative assistant. Up to 20 hours/week starting @ \$14.00 / hour, possibly to include job sharing with Redbank Valley Municipal Authority for up to another 20 hours/week, subject to 90-day probationary period and leading to a possible full time position with benefits. Must be computer literate, flexible on hours, able to multi-task clerical and receptionist duties and obtain required certifications. See www.SCCRPD.com for application and detailed job description.

The hiring process for this position will include review of the applications and resumes, in-person interviews, thorough background investigation, drug screening and obtaining necessary clearances. The hiring process is expected to take 2-4 weeks. SCCRPD is an equal opportunity employer.

DUTIES AND RESPONSIBILITIES. Except as specifically noted, the following functions are considered essential to the SCCRPD position. SCCRPD is willing to train a motivated applicant. The listed examples may not include all duties required:

1. Receive telephone calls and visitors to department. Screen for nature of business and refer to administrative superior or properly direct inquiry, to include referrals to agencies and initiating non-emergency calls for police service. Answer routine and varied inquiries based on knowledge of department operations relative to arrest, offense, incident and accident reports; licensing procedures, etc.
2. Accurately prepare a variety of correspondence, memoranda, forms and reports, some using standardized report forms, from written text or verbal direction; type material in final form and proofread assuring spelling, grammar and punctuation are correct.
3. Review reports submitted by police officers to ensure format, content, and accompanying paperwork complies with reporting requirements and deadlines.
4. Timely prepare annual and monthly reports and minutes, maintain calendars and assist officers as needed.
5. Properly and confidentially maintain personnel files and employee records.
6. Assist the department's treasurer and accountants with deposits, information and proper record keeping.
7. Utilize the department's filing system for call for service records, reports and identification files, and the archiving of same. Utilize associated reference files for booking photos, licenses, administrative files for memoranda, licensing, etc.
8. Operate, utilize and manage office equipment efficiently such as telephones, computers, copy machines and printers.
9. Utilize the court management program, ticket program and other specialized computer programs or applications as required to support officers, municipalities, or programs within the department.
10. Perform other related duties as required.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:

High school diploma or equivalent supplemented by specialized training in secretarial skills. Two-years' experience in secretarial work preferred, but not required; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Valid PA driver's operator license. Ability and willingness to obtain all required certifications to include without limitation: Commonwealth Law Enforcement Assistance Network (CLEAN) certification related to media protection, access to agency or state reporting systems, arrestee processing. CPR certification preferred, but not required, first aid and awareness training.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- A. Must be flexible as to hours worked for the Department and between SCCRPD and RVMA.
- B. Considerable knowledge of modern office practices and procedures. Ability to sit for prolonged periods of time. Ability to work in an environment requiring repetitive hand and finger movements, as well as some full body twisting and turning, and lifting up to 25 pounds.
- C. Knowledge of police operations and procedures as they relate to the duties within the assignment. Knowledge of Department policies, laws and ordinances as they relate to assignments, including, without limitation, the Right to Know law.
- D. Considerable knowledge of business English, spelling, arithmetic, and vocabulary.
- E. Ability/skills to type accurately and rapidly.
- F. Ability to efficiently prioritize work assignments, ability to effectively proofread and review reports and work of others for completeness.
- G. Knowledge, ability, and skills to utilize a computer system and programs including Word, Excel, and related equipment, Quickbooks preferred, but not required. Ability to accurately transcribe letters and reports from written or dictated sources.
- H. Ability to effectively communicate orally and in writing and to work in a confidential environment.
- I. Ability to communicate effectively and remain calm and professional with persons who may be upset or display hostile tendencies.
- J. Willingness and ability to learn roles of social service agencies and the basic assistance that they provide.
- K. Ability to maintain accurate records and files.
- L. Ability to establish and maintain effective working relationships with co-workers, members of other departments, and the public.
- M. Ability to function effectively with honesty, good judgment and integrity within a busy business office environment.
- N. Ability to multitask.

NEXT STEPS: Complete employment application and submit with resume to president@SCCRPD.com or postal mail or drop-off to office of TechReady Professionals, Inc. at 311 Lafayette St., New Bethlehem, PA 16242 preferred by May 21, 2026, or until position is filled.

Southern Clarion County Regional Police Department is an Equal Opportunity Employer and Drug-Free Workplace.