



Non-emergency  
(570) 473-8251  
Fax(570) 473-2981  
Office (570) 473-8446

C.L. Kriner, Chief of Police

**Borough of  
Northumberland**  
219 Second Street  
Northumberland, PA 17857

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**Job Title:** Administrative Assistant/ Parking Attendant

**Department:** Police

**Position Summary:**

This is a secretarial/parking attendant position. The employee is assigned as secretary of the Police Department. Work includes a variety of clerical and administrative duties. Work is performed under the supervision of the Chief of Police.

**Essential Functions:**

- Type letters, memorandums, reports, and forms from rough drafts, recordings, outline notes provided by supervisors, or select relevant source material data.
- Performs a varied group of clerical procedures requiring the extraction of relevant information from reports, legal documents, forms, and other records.
- Assembles packets of information prepared by Chief of Police for Borough Council Meetings. Prepares and sends out information daily to the news media.
- Maintains files of critical due dates notifying staff of approaching deadlines and required actions and reports.
- Maintains calendar of appointments for Chief of Police.
- Will be responsible for overall records, preparing case folders, and filing case folders.
- Fills out and sends in completed fingerprint cards.
- Responsible for the parking meters and relevant duties with said meters. Issues meter and parking tickets. Records all parking tickets and maintains records and accounts of parking tickets.



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- Keeps various logs, books, and other sources of information for the Department up to date- and accurate.
- Reviews correlate, and orders supplies as needed and upon request for office.
- Answers the phone and interacts with the public who appears at the service window.
- Type disseminates and files various police reports, criminal complaints, affidavits, etc.



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Qualifications:

- Education is equivalent to the completion of the twelfth grade. (High School Diploma or G.E.D.)
- Considerable experience in secretary work.
- Possess a valid Pennsylvania driver's License.
- Considerable knowledge of business English, spelling, punctuation, and arithmetic.
- Considerable knowledge of office practices, procedures, and equipment.
- Considerable knowledge of sophisticated office equipment, memory typewriters, Dictaphones, word processor, and software programs.
- Ability to write parking & meter tickets somewhat and unbiasedly.
- Ability to type from notes or recordings within accuracy limits established.
- Ability to work independently on challenging, complex clerical tasks.
- Ability to exercise sound judgment, courtesy, and tact in answering the public's questions and adequately disposing of problems.

\_\_\_\_\_  
Police Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date



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AUTHORIZATION FOR THE RELEASE OF PERSONAL INFORMATION

I **AUTHORIZE** any investigator or other duly accredited representative of the Northumberland Police Department or authorized representative of the Office of Personnel of the Borough of Northumberland to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, or other similar sources of information. This information may include but is not limited to my academic, residential achievement, performance, and attendance: disciplinary, employment history, and criminal history information.

I **UNDERSTAND** that, furthermore, I authorize any investigator or other duly accredited representative of the Northumberland Borough Police Department or authorized representative of the Office of Personnel of the Borough of Northumberland to obtain information relating to my activities, confidential records, files, or other documents with financial or lending institutions, credit history, medical institutions, hospitals, health care professionals and other sources of information.

I **AUTHORIZE** custodians of records and sources of information about me to release such information upon the investigator's request or duly accredited representative of the Northumberland Police Department or authorized representative of the Office of Personnel of the Borough Northumberland regardless of any previous agreement to the contrary.

I **UNDERSTAND** that the information released by records custodians and sources of information is for official use by the Borough of Northumberland.

Copies of this authorization show that my signature is as valid as the original signed by me. This authorization is valid for one (1) year from the date signed.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
( print name legibly)

\_\_\_\_\_  
(other names used)

\_\_\_\_\_  
(social security number)

\_\_\_\_\_  
(Current address - street - city - state and zip code)

\_\_\_\_\_  
(date of birth)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(date signed)