



# PENNRIDGE REGIONAL POLICE DEPARTMENT

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200 Ridge Road – Sellersville PA 18960  
Office 215-257-5104- Fax 215-257-9324

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## Executive Assistant

**Location:** Pennridge Regional Police Department

**Type:** Full Time Position (40 hours weekly Monday through Friday)

**Supervisor:** Chief of Police

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## Position Summary:

The Pennridge Regional Police Department is looking for a highly organized and detail-oriented Executive Assistant to provide professional clerical and administrative support to the Police Department leadership and personnel. This position plays a critical role in the smooth running of the police department, while providing management of the vital functions of the organization. The Executive Assistant handles confidential personnel information, coordinates communications, and delivers high quality service to the public, department personnel and external agencies.

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## Key Responsibilities:

- Screen and route calls, respond to the public and interdepartmental inquiries, while providing information on department services and requests to appropriate contact.
- Processing invoices, and bills for payment, receivable invoices for contracted services other billable items.
- Payroll administration includes review and correction of timecards, submitting payroll information to payroll company, maintain payroll records for all police department employees.
- Records Management and compliance to include entering, update, and retrieve data in the Records Management System with a high level of accuracy, ensuring confidential information and criminal history records are handled, stored, and retained to maintain CJIS compliance.
- Coordinate court dates with the local magisterial judge and maintain the department court calendar, while also serving as the point of contact with the court.
- Collaborate with the Chief of Police in the hiring and onboarding of personnel ensuring documentation, access and department orientation is completed.
- Coordinate the purchasing of supplies for the department, while also maintaining inventory of equipment and supplies.
- Provide administrative support to the Chief of Police, officers, and department staff as requested.

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## **Qualifications & Abilities:**

- High school diploma or equivalent (Associate's Degree preferred)
- Minimum of 2 years of administrative or clerical experience with law enforcement experience preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with TRACS and CODY systems preferred
- Strong organizational and multitasking skills
- Ability to maintain confidentiality and handle sensitive information
- Excellent written and verbal communication skills
- Able to work independently with strong decision-making skills.
- Proficiency in Quickbooks
- Knowledge of Social Media operations
- Familiarity with criminal justice terminology and procedures.

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## **Compensation and Benefits**

This full-time position offers a competitive hourly rate of \$26.00 to \$28.00 (\$54,200 to \$58,200 annually) based on qualifications and experience. Competitive benefits package to include medical, dental and prescription plans with paid time off and sick leave.

Employment is contingent upon successful completion of a background investigation and any other required clearances.

The above statements describe the general nature and level of work performed and is not an exhaustive list of all responsibilities, duties and skills required.

Applicants are requested to submit their cover letter and resume to the Pennridge Regional Police Department in person or by email at [information@pennridgepd.org](mailto:information@pennridgepd.org). First review of resumes will commence on April 24, 2026 at 4 PM.

The Pennridge Regional Police Department is an Equal Opportunity Employer.