



Matthew J. Carl
Chief of Police

POSITION POSTED ON: *April 7, 2026*

Administrative Assistant to the Chief of Police

Class Title:

Administrative Assistant, Police Department Administration

General Description of the Position:

Under the executive direction of the Chief of Police, this position performs complex, confidential, administrative, fiscal functions that are essential to the management and compliance operations of the Police Department. The Administrative Assistant is a trusted member of the Police Department's leadership team and serves as the Chief's direct administrative support in carrying out executive, personnel, fiscal, and accountability responsibilities.


The Administrative Assistant to the Chief of Police serves as a critical member of the Police Department's executive management team and is entrusted with highly confidential, sensitive, and complex responsibilities. This role requires consistent exercise of discretion on matters directly affecting police operations, personnel, and compliance with state and federal mandates. The job involves regular access to sensitive information related to labor relations and discussions with management pertaining to labor strategies, personnel and financial information.

This position requires consistent exercise of discretion and decision-making that directly affects police operations, confidential labor relations, internal investigations, compensation and benefits, and the administration of highly confidential personnel, medical, and legal matters. The role extends into responsibilities in human resources, POSTC accountability compliance, budget preparation and supervision, personnel administration, payroll, confidential investigations, and direct support to the Chief and Police Commission.

This role functions in a confidential capacity, providing direct support to the Chief of Police while overseeing critical administrative, fiscal, and compliance functions that impact the entire department. The role includes the receipt of information that cannot be shared with a union, including but not limited to duties related to the

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collective bargaining process, such as handling correspondence, preparing documents, or assisting with negotiations. The Administrative Assistant to the Chief of Police has broad access to critical, confidential communications and records.

Supervision Received:

Works under the direct supervision of the Chief of Police or his/her designee.

Supervision Exercised:


May oversee and direct the work of Police Department part-time, and administrative support staff, as well as outside contractors or vendors related to police administration.

Primary Duties:

- Provides direct level support to the Chief of Police, preparing correspondence, reports, presentations, and confidential material.
- Maintains and processes all Department personnel records, including medical records (HIPAA), psychological and medical examination results, fitness-for-duty evaluations, disciplinary actions, and POSTC certification records.
- Coordinates and documents compliance with Police Accountability Act requirements, including psychological evaluations, POSTC training mandates, medical examinations, disciplinary tracking, and state reporting.
- Prepares, manages, and analyzes the Police Department and Animal Control budgets; monitors expenditures, prepares monthly and annual financial statements, and develops fiscal forecasts for the Chief and Police Commission.
- Conducts payroll and billing processes, including overtime, private duty details, insurance claims, workers' compensation, and benefits administration.
- Provides administrative support for collective bargaining matters, grievances, arbitration, and labor strategy meetings; maintains all related confidential labor files.
- Oversees administrative preparation for internal investigations, FOIA requests, Police Commission hearings, and state/federal audits.
- Drafts and proofreads Department policies, procedures, and accreditation documentation; assists in auditing, compliance reporting, and POSTC-mandated documentation.

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- Coordinates state and federal grant applications, asset forfeiture funds, and specialized program budgets.
- Orders and manages departmental equipment and supplies; tracks inventory and supervises related expenditures.
- Responds to inquiries from Town officials, outside agencies, courts, attorneys, and the public on behalf of the Chief.
- Attends Police Commission, Town meetings, and other assigned meetings to present financial, administrative, and compliance information.
- Serves as a departmental representative and liaison with the Treasurer, Human Resources, POSTC, Town Attorney, and other agencies.

Additional Duties:


- Exercises independent judgment, discretion, and diplomacy in handling sensitive employee, public, and departmental matters.
- Oversees permit application process for Pawn Brokers, Precious Metal Dealers, Secondhand Dealers, Firearm Dealers, Raffles, etc. requiring collect certification and access to restricted law enforcement information systems.
- Assists with the police department hiring process, including ordering test materials, testing/oral boards, and onboarding of all new personnel.
- Manages the Department's website and digital communications to ensure public access to accurate and timely information.
- Prepares and submits required state and federal reports, including UCR/NIBRS crime reporting, POSTC training audits, OSHA compliance, and accreditation reviews.
- Develops and maintains databases and analytical spreadsheets to support fiscal and operational management.
- Researches, and submits FOIA responses related to the Police Department Operations; represents the Department at FOIA hearings as required.
- Provides executive-level project management for special initiatives, audits, and compliance reviews as assigned by the Chief.

Working Conditions:

- Must be available to respond to the Department during emergencies, severe weather, or town-wide incidents as directed by the Chief of Police.

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- May be required to attend meetings or training outside of normal working hours and travel within or outside of Town.
- Must maintain strict confidentiality and demonstrate composure and professionalism in high-stress, time-sensitive situations.

Required Knowledge, Skills, and Abilities:

- Ability to plan, prioritize, and execute work with minimal supervision while managing multiple complex tasks.
- Demonstrated ability to exercise independent judgment, initiative, and discretion in confidential and sensitive matters.
- Thorough knowledge of municipal budgeting, payroll, benefits administration, and procurement processes.
- Strong knowledge of Connecticut labor law, FOIA, HIPAA, OSHA, POSTC regulations, and police accountability mandates.
- Proficiency in the Microsoft Office Suite (Word, Excel, Access, Outlook) and ability to create and manage advanced Excel spreadsheets.
- Exceptional organizational, communication, and analytical skills.
- Ability to supervise, train, and evaluate clerical and administrative staff.
- Proven ability to handle confidential personnel, labor, and medical records in compliance with law.

Personal Attributes:

- Must demonstrate honesty, integrity, loyalty, and professional appearance.
- Ability to work under pressure and maintain a high degree of accuracy and attention to detail.
- Must possess strong interpersonal skills, customer service orientation, and the ability to maintain positive working relationships with Town officials, employees, and the public.
- Commitment to confidentiality, discretion, and the ethical handling of sensitive police administration matters.

Investigation of Fitness:

This is a position that deals with highly sensitive and ongoing criminal/civil/labor matters, monetary, and vital operations of the Police Department. The candidate must successfully pass a comprehensive background

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investigation, including a credit history check, criminal history, employment record, and drug use. The candidate will be thoroughly investigated in order to secure evidence of their honesty, integrity, work history and ethic, stability, general character to include a financial history, education verification, neighborhood canvas, and employment record. Evidence of habitual use of intoxicants, drugs, moral turpitude, disrespect for the law, unethical dealings, employment discipline concerns, and any material misstatement of fact during the comprehensive employment testing process, will be considered sufficient grounds for rejection.

Minimum Qualifications:

- Must have a minimum of a two (2) year degree (*Associate of Science, business administration, public administration, criminal justice or related field*) from an accredited College or University, with at least three (3) year of practical professional experience in office management. Must have a strong knowledge or ability to learn bookkeeping principles and practices, math skills, English, spelling, thorough knowledge of the operation of standard office equipment, and type 60 WPM. Must have excellent working computer experience, to include strong knowledge and experience with the Microsoft Office Suite, to include Word, Excel, Access, and GroupWise email and scheduling programs (*or similar programs*). Must have a strong working ability to create, develop, and manipulate multifaceted Excel spreadsheets. Should have the ability to multi-task and manage time effectively with minimum supervision, to include data entry and financial spreadsheets, and making budget predictions. Must also be confident in their ability to work with highly confidential matters and exercise discretion, and sensitivity to police and investigative matters.
- Must have a positive team attitude and proven ability to interact successfully with management, supervisors, fellow co-workers, and the public in a diverse and fast-paced work environment. Must have a proven work record demonstrating a strong commitment to customer service. Must be able to control emotions working within highly stressful conditions. Must have a proven record working with the Freedom of Information Act (*FOIA*), scheduling systems, police budgeting and data analytics, law enforcement practices and the police accreditation process, workers compensation processing, insurance and employee benefits, records retention law and has the ability to administer the records management program and schedule for retention or destruction, manage the departments pistol permit process, and centralized infractions program.
- Preference will be given to those who have a proven record of practical experience with the Freedom of Information Act and Hearings, workers compensation claims, UCR and NIBRS reporting, record

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keeping, budget analysis, billing experience, HIPPA regulations, juvenile matters, policy and procedure development related to law enforcement accreditation (*Proofing and Auditing*), filing and record keeping, overseeing the daily work of other clerical, part-time staff, or assigned department personnel (*If required*), and computer literacy that includes Microsoft Office (*Excel*), COLLECT, NCIC, and IMC CAD/RM.

Probationary Requirement:

This position requires successful completion of a six (6) month probationary period.

TESTING & SELECTION:

Qualified candidates who meet the minimum requirements, the educational conditions, and who apply for the position, shall have to demonstrate their ability to perform the job immediately. Successful candidates must then submit to an exhaustive police department background examination after receiving a conditional offer of employment from the Police Commission. Candidates can anticipate skill verification or demonstration in the areas described above (*Especially with Excel, Typing, Police Accreditation with Proofing and Auditing, FOIA, the Pistol Permit Program, Records Retention, CAD/RM, and the UCR/NIBRS Program*).

APPLICATION & INFORMATION:

Qualified candidates may apply and take part in the interview and selection (*Testing*) process. To apply for this East Windsor Police Department Administrative Assistant position, you must apply directly to the Office of the Chief of Police (*Chief Matthew J. Carl.*), by the deadline of May 1, 2026. A cover letter, resume, and Police Department application are requested (*See the weblink below*). All qualified candidates **SHALL** apply prior to the deadline and time. You will then be notified of the date(s) and time(s) for the selection process.

MUST APPLY TO: Chief Matthew J. Carl
East Windsor Police Department
25 School Street ♦ East Windsor, CT 06088


POLICE DEPARTMENT APPLICATION/FORM AVAILABLE ON OUR WEBPAGE:

www.pd.eastwindsor-ct.gov

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