



TOWN OF BERLIN JOB DESCRIPTION



Job Title: Administrative Services Coordinator
Department: Police
Reports To: Chief of Police or Designee
FLSA Status: Non-Exempt
Grade: Grade 8
Prepared By: Chief of Police, HD
Prepared Date: 06/2026

GENERAL FUNCTION:

The Administrative Services Coordinator performs advanced administrative, records management, budget support, grant administration, and public service functions for the Berlin Police Department. This position serves as the Department's primary administrative support resource and is responsible for police records processing, criminal justice reporting, budget preparation and tracking, grant administration, accreditation support, records retention, and administrative support for the Chief of Police and command staff. The position requires exceptional organizational ability, attention to detail, professionalism, confidentiality, and proficiency with modern office technology and records management systems.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Processes, maintains, and archives official police records, reports, citations, arrest records, accident reports, investigative files, and other law enforcement documentation.
2. Processes and submits, charging documents, citations, and related criminal justice records to appropriate agencies.
3. Processes, reviews, validates, and submits required state and federal reporting, including Uniform Crime Reporting (UCR), National Incident-Based Reporting System (NIBRS), CJIS-related submissions, and other criminal justice reporting requirements.
4. Processes all Orders of Expungement, to include removing relevant information from report folders, Records Management Systems, body worn camera footage, telephone recording system. Notifying appropriate agencies of the expungement completion and keeping the information in a secure location.
5. Maintains records retention schedules and supports records storage and destruction in accordance with applicable laws and Town policies.
6. Assists with records requests and the release of information in accordance with applicable laws, regulations, and departmental policies.
7. Provides reports and records to courts, criminal justice agencies, attorneys, and authorized requestors as permitted by law.
8. Provides administrative support to the Chief of Police and command staff, including scheduling, meeting preparation, report preparation, and special projects.
9. Coordinates departmental meetings and assists with the preparation of agendas, meeting packets, presentations, minutes, and related documentation.

10. Receives and distributes mail, deliveries, correspondence, and official communications.
11. Answers telephones, assists visitors, and provides information, referrals, and customer service to the public.
12. Serves as a liaison with Town departments, criminal justice agencies, vendors, consultants, and members of the public.
13. Assists with the preparation, monitoring, tracking, reconciliation, and reporting of departmental operating and capital budget expenditures.
14. Tracks receipts, invoices, purchase orders, requisitions, and supporting financial documentation through Town of Berlin Finance Platform.
15. Supports financial reporting, expenditure tracking, audits, and budget development activities.
16. Coordinates grant administration activities including application preparation, budget development support, reimbursement requests, compliance documentation, reporting requirements, and grant file maintenance.
17. Maintains grant records and supporting documentation to ensure compliance with local, state, and federal requirements.
18. Utilizes and maintains proficiency in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, Teams, SharePoint, and other software platforms utilized by the Town and Police Department.
19. Maintains electronic filing systems, records management systems, databases, and document retention platforms.
20. Assists with website updates, newsletters, public information releases, social media postings, and electronic communications as directed.
21. Compiles statistical data and prepares reports, charts, spreadsheets, presentations, and management reports.
22. Supports accreditation compliance, policy management, records maintenance, inspections, audits, proofs of compliance, and administrative reporting requirements.
23. Maintains strict confidentiality regarding criminal investigations, personnel matters, medical information, and other sensitive information.
24. Performs other duties as assigned.

EDUCATION AND LICENSING:

- A high school diploma or General Education Degree (GED) is required. An Associate's Degree in Business Administration, Public Administration, Criminal Justice, Office Administration, or a related field is preferred. Relevant experience may be considered in lieu of higher education requirements.
- Must possess and maintain a valid driver's license with a satisfactory driving record.
- Must successfully complete and maintain Criminal Justice Information System (CJIS) certification, including MILES/NCIC access, within six (6) months of employment.
- Maryland Notary Public certification is preferred or may be obtained at the Town's expense.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern office practices, records management principles, business communications, customer service practices, and municipal government operations.

- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, Teams, and SharePoint is required.
- Experience with law enforcement records management systems, CJIS regulations, MILES/NCIC operations, UCR/NIBRS reporting requirements, grant administration, and municipal budgeting is preferred.
- Knowledge of records retention requirements, public information laws, criminal justice data security standards, and accreditation processes is desirable.
- Ability to maintain confidential information, prepare accurate reports and correspondence, organize complex filing systems, perform detailed administrative work, communicate effectively, and establish positive working relationships with coworkers, public officials, outside agencies, and members of the public.
- Ability to successfully complete a favorable pre-employment background check and drug screening.

WORK CONDITIONS:

Work is performed primarily in a climate-controlled office environment. The position requires frequent interaction with the public, criminal justice agencies, Town officials, and department personnel.

Occasional evening meetings, training sessions, special events, overtime, weekend, or holiday work may be required to support departmental operations.

PHYSICAL REQUIREMENTS:

The employee regularly sits, stands, walks, speaks, listens, and uses hands and fingers to operate standard office equipment. The employee may occasionally lift and carry items weighing up to twenty-five (25) pounds.

The employee may be subject to pre-employment, post-accident, reasonable suspicion, random drug and alcohol testing, and background investigations in accordance with Town policy.

RESPONSIBILITY AND AUTHORITY:

Responsible for maintaining the knowledge, certifications, and skills necessary to perform assigned duties. The employee shall comply with all Town personnel policies, departmental rules, procedures, applicable laws, and professional standards.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Chief of Police or designee. This position does not exercise routine supervisory authority but may coordinate administrative projects and provide guidance regarding records management and administrative processes.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.