MANHATTAN POLICE *DEPARTMENT*

PO Box 424, 207 S. 6th Street, MANHATTAN, MT 59741
Phone (406) 284-6630 – Fax (406) 284-6363

POSITION DESCRIPTION

Description: Administrative Assistant
Department: Police
Division: Civil
Date: November 4, 2026

GENERAL PURPOSE

The Administrative Assistant performs numerous administrative duties, including record maintenance, evidence submission, and communication with the public and community of Manhattan. The position also provides direct, administrative support to the command staff and assists in various roles integral to the general operation of the police department.

Responsibilities:

- Records- Conduct public record requests and background checks. Organize and submit Discovery requests to the Town and County attorneys. Update town court dispositions. Maintain records and certificates for POST (Police Officer Standards and Training.) Add and remove personnel.
- Evidence- Responsible for intake and management of evidence. Send evidence to the State Crime Lab, dispose of evidence, release evidence, and file evidence records.
- TAC (Terminal Agency Coordinator) Responsible for CJIN security, and compliance with CJIS policy and procedures.
- Supplies- Purchase office supplies and maintain police equipment.
- Warrants- Warrant Entry and Removal.
- Correspondence- Compose letters for permit approvals, and other general correspondence as directed by the Chief of Police.
- Training- Maintain training records and schedule training for officers.
- Zuercher- General Administration, case review, and monthly crime reporting (NIBRS) submission.
- Transcriptions- Provide transcriptions for blood warrants.
- User accounts- Manage multiple user accounts including Microsoft, DUO, Zuercher, PBK, Facebook (MPD account), POST, and Field OPS.

QUALIFICATIONS:

The applicant must be at least 18 years of age, and able to obtain a Montana driver's license by the time of hire without a record of suspension or revocation in any State. Applicants with felony convictions or disqualifying criminal history within the past seven years will not be considered. A thorough background investigation will be conducted. The applicant must also be of good moral character and maintain confidential information.

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Education and Experience:

(A) Must possess a High School diploma or GED equivalent.

(B) Must possess general office skills such as typing, use of technology, and working knowledge of computer programs such as Word and Excel.

(C) A college degree, related education, or previous law enforcement experience is preferred.

The position requires a self-motivated individual. Daily work at the Police Department is extremely diverse, and the schedule is ideal for those who may desire extra flexibility. While the work isn't always stress-free, it is a close-knit department seeking a long-term employee committed to our small community. Currently, the administrative assistant's position would be considered ¾ time at 30 hours per week. The hours are typically worked Monday-Friday during normal business hours, but specific schedules can be approved by the Chief of Police. The starting wage is $26.79 per hour plus benefits and could be adjusted higher for an individual with previous experience. There is also an opportunity to increase the position to full-time, if necessary, in the next fiscal year.

The deadline for applications is November 17th. Please call Julie Antonietti at the Manhattan Police Department with any questions about the position. Email your resume and cover letter to jantonietti@mpdmt.com