

Funding Package Name *	Public Safety Complex Admin Assistant	63
Department/Division *	Police	▼
Description *	New Admin Assistant for lobby of Public Safety Complex	946
Justification Type	Personnel Requests (Add. Pay/Benefits) X	
Justification Details	<p>This supplemental budget request is being made to hire a full-time front office Administrative Assistant to staff the front lobby of the new Public Safety building. This position will be an additional full-time position to the Middleton Police Department. The Administrative Assistant position and would be a Union position (AFSCME). The starting salary would be \$57,033 with the full Town of Middleton benefit package. The position would serve both the needs of the Police and Fire Department, working Monday – Friday during normal business hours.</p>	

Expenses 1 ^

Identify each expense item by selecting accounts by Account ID or name from the dropdown. You can also manually add itemizations if needed.

Expense Items	Account ID	FY2027		
		Quantity	Unit Cost	Value
SALARIES & WAGES	0010-2-210-0-1-00-000...			\$58,965.00
SALARIES & WAGES Itemization 1	Edit 0010-2-210-0-1-00-000...	1	\$58,965.00	\$58,965.00
Totals Expenses				\$58,965.00



MIDDLETON POLICE DEPARTMENT
65 N. MAIN STREET
MIDDLETON, MA 01949
PHONE: (978) 774-4424, FAX (978) 774-4466
<http://www.middletonma.gov>

WILLIAM P. SAMPSON
CHIEF OF POLICE

Front Office Administrative Assistant (Public Safety)

This supplemental budget request is being made to hire a full-time front office Administrative Assistant to staff the front lobby of the new Public Safety building. This position will be an additional full-time position to the Middleton Police Department. The Administrative Assistant position would be a Union position (AFSCME). The starting salary would be **\$57,033** with the full Town of Middleton benefit package. The position would serve both the needs of the Police and Fire Department, working Monday – Friday during normal business hours. The following tasks, would be performed by, but not limited to, the new Administrative Assistant:

- Performs administrative, technical and clerical skills to support the operations of both police and fire departments. This is achieved through the performance of moderately difficult tasks working directly with customers and other municipal personnel.
- Maintains good public relations when answering calls from citizens and the general public and in interactions with visitors to the municipal public safety building.
- Purchase and maintains office supplies used by both departments.
- Updates department websites as needed.
- Collects and sorts mail of police and fire departments.
 - **Police tasks**
 - Receive and process or redirect police and accident report requests
 - Receive and record firearms license applications
 - Release towed vehicles
 - Process solicitor registrations
 - Process request for officer (use radio to call in off road)
 - Answer general police questions presented by walk-ins
 - **Fire tasks**
 - Assists with permitting questions from the public and possible scheduling of routine inspections (26F inspections)
 - Assist with the issuance of Burn permits
 - Coordinate and provide basic medical care when needed (walk-in medical emergency)
 - Provide driving directions to the general public