



City of Brookshire

Job Opening: Executive Administrative Assistant – Brookshire Police Department

Department: Brookshire Police Department

Position Title: Executive Administrative Assistant

Location: Brookshire, Texas

Employment Type: Full-Time

Salary: Commensurate with Experience

Application Deadline: August 21, 2025

Start Date: September 1, 2025

Position Summary:

The City of Brookshire is seeking a highly skilled and motivated **Executive Administrative Assistant** to support the Brookshire Police Department. This role is critical in ensuring the administrative operations of the department run efficiently and in full compliance with local, state, and federal standards. The successful candidate will serve as a vital liaison between the Chief of Police, department personnel, city officials, and the public.

Key Responsibilities:

- Provide direct administrative support to the Chief of Police and police department leadership.
- Manage and maintain calendars, appointments, and scheduling of meetings.
- Draft, review, and distribute internal and external correspondence, reports, and official documents.
- Maintain and organize confidential personnel files, reports, and departmental records.
- Coordinate communication between the police department, city officials, and the public.
- Prepare agendas, take meeting minutes, and follow up on action items from department meetings.
- Assist in budget tracking, purchasing, and procurement procedures.
- Handle department supply inventory, order office materials, and maintain administrative organization.
- Respond to public inquiries with professionalism, discretion, and accurate information.
- Support onboarding new hires and coordination of training schedules.
- Process and track department-related documentation such as time sheets, leave requests, and incident reports.
- Ensure compliance with city policies, procedures, and public safety confidentiality standards.
- Coordinate special events, public safety awareness initiatives, and community engagement efforts.

Reporting & Compliance:

- Run and submit **NIBRS Reports** (10th of every month)
- Submit **TCIC Validation and Use of Force Reports** (15th of every month)
- Complete **Racial Profiling Reports** (monthly and annually)
- Submit **TCOLE Secure Share requests**, maintain officer records and licensing
- Serve as **point of contact for audits** (CJIS, TLETS, TCOLE)

Records & Documentation:

- Oversee **Open Records Requests**, including responses, Attorney General briefs, redactions, and video footage (10-day deadline)
- Maintain and manage **personnel files and department records** as Records Custodian
- Coordinate **Court Citation Exports** weekly
- Prepare **body-worn and in-car camera footage** for court dockets

Administrative & Financial Duties:

- Serve as **budget manager**: run monthly expense reports, track spending, and ensure budget compliance
- Prepare and enter **invoices and credit card reconciliations**
- Order and track all department supplies, fuel, ID cards, business cards, and materials
- Handle **mail**, and transport documents to **City Hall** and **Municipal Court**

HR & Onboarding:

- Complete **new hire onboarding**, including IT access, TCOLE submissions (BCF, L1, L2, L3), and account setup
- Enter **training and education hours**, and maintain certifications
- Ensure timely **employee access and credential management**

Events & Communications:

- Organize and manage community events: **National Night Out, Trunk or Treat, Toy Drive, Back to School Supply Giveaway**
- Maintain a presence at **monthly supervisor meetings**; take notes, provide guidance, and execute follow-ups
- Serve as **assistant to the Chief of Police** and perform additional duties as assigned
- Manage the department's **Facebook page** and assist with public communications

System Administration:

- Act as system administrator for:
 - **Voice Products Recorder**
 - **CAD & RMS Systems**
 - **Polaris Body-Worn & In-Car Camera Systems**

Minimum Qualifications:

- High School Diploma or GED (Associate's or Bachelor's degree preferred)
- Minimum of 3 years administrative experience, preferably in law enforcement or municipal government
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong understanding of records management, reporting, and budget tracking
- Exceptional organizational, communication, and time management skills
- Ability to maintain strict confidentiality and exercise sound judgment
- Must pass a background check and drug screening

Preferred Qualifications:

- Experience with police department systems and reporting tools
- Knowledge of TCOLE, CJIS, and Open Records processes
- Bilingual in English/Spanish is a plus

To Apply:

Submit a completed City of Brookshire employment application, resume, and cover letter to:

City of Brookshire – Human Resources Department
4029 5th Street, P.O. Box 160, Brookshire, Texas 77423
lconnor@brookshiretx.gov

The City of Brookshire is an Equal Opportunity Employer.

We are committed to building a diverse and inclusive team and encouraging all qualified candidates to apply.