

Job Title: SECRETARY, DISTRICT POLICE
Reports to: District Chief of Police
Dept./School: Security/Police
Wage/Hour Status: Non-exempt
Date Revised: October 15, 2018

Primary Purpose

Facilitate the efficient operation of an administrative department office and provide clerical services to the department head and other staff members.

QUALIFICATIONS

Education/Certification

Required to pass tele-communications (dispatching) every two years
Any other required training for State certification
Notary certification

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills
Proficiency in basic computer operations
Excellent oral and written communication skills
Expertise in operating all types of office equipment

Experience

Two years or more secretarial experience with extensive contact with people

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Organize and manage the routine work activities in the assigned District Chief of Police Department.
2. Prepare correspondence, forms, reports etc. for the department head and other department staff members that have access to a typewriter and computer.
3. Assist in compiling information for preparing various reports for the department.
4. Receive incoming calls, take reliable messages and route all to appropriate staff.
5. Receive, sort and distribute mail and other documents to other department staff members.
6. Maintain departmental files.
7. Perform all routine bookkeeping tasks, including simple arithmetic operations, for the department.
8. Keep informed of and in compliance with all state and district policies and regulations concerning primary duty functions.

Other

9. Perform other duties assigned by supervisors.
10. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Typewriter, computer, printer, copier, calculator, base station radio

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress, repetitive hand motions; prolonged use of computer, repetitive hand motions, and occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____