Position Description

Class Title: Police Secretary
Department: Police

GENERAL PURPOSE
Maintains a professional and pleasant demeanor in all interactions with the public.
Maintains a professional office atmosphere at all times.
Performs a variety of routine and complex clerical, computer, secretarial and administrative work in keeping official records, providing administrative support to the police command staff and assisting in the administration of the standard operation policies and procedures of the police department.
Performs a small amount of custodial work to maintain a clean office environment.

SUPERVISION RECEIVED
Works under the supervision of the Chief of Police.

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Must maintain computer proficiency in ALL programs required to fulfill requirements of the position.
Performs finger printing and disseminates documents as required.
Responsible for receiving and processing firearm permit applications.
Performs routine clerical, computer and administrative work.
Receives public and provides customer assistance when necessary.
Maintains an open line of interdepartmental communication, interacting with law enforcement officers from local, county, state and federal agencies.
Answers questions and responds to inquiries from employees and citizens, offering referrals when appropriate.
Maintains inventories and assists with the procurement of department supplies and materials.
Operates common office machinery.
Prepares and receives daily mailings.
Composes, types and edits a variety of correspondence, reports, memorandums.
Exercises judgment as to content and accuracy of documents.
Inputs data into standard office and department forms, compiles tabulated data, makes simple postings to various reports such as annual reports, incident and crime reports.
Acts as custodian of departmental documents and records, using moderate independent judgement to establish and maintain filing system and control release of records.
Helps to coordinate recurring meetings and functions.

DESIRED MINIMUM QUALIFICATIONS
High School diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
Two years of related experience or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES
Working knowledge of computers and electronic data processing,
Working knowledge of modern office practices and procedures
Some knowledge of accounting principles and practices.
Ability to effectively and professionally interact with the public
Must possess exceptional written and verbal communication skills, and the ability to maintain
composure in stressful situations.

TOOLS AND EQUIPMENT USED
Computers and various software applications, including word processing
Copy machine
Fax machine
Calculator
General office equipment

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to
successfully perform the essential functions of this job. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to sit and talk or hear. The
employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls;
and reach with hands and arms.
The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by
this job include close vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the
essential functions.
The noise level in the work environment is usually quiet.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference background check;
job related tests may be required.

This job description does not constitute an employment agreement between the Employer and employee
and is subject to change as the needs of the Employer and requirements of the job change. This job
description should not be construed to imply that these requirements are the exclusive standards of the
position. The duties listed above are intended only as illustrations of the various types of work that may
be performed. Incumbents will follow any other instructions, and perform any other related duties, as may
be lawfully required by the Chief of Police.