

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative support position, the primary duties of which are assisting the Police Chief by performing administrative functions and maintaining the organization of schedules and files. The Secretary to the Police Chief prepares correspondence for the chief, maintains the chief's scheduled appointments, and acts as receptionist for the police department. The incumbent of this class oversees the preparation of payroll and performs necessary research for the department, as directed by the Chief. The Secretary to the Police Chief performs routine duties independently with some supervision, receiving assignments from, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist for any visitors to the chief's office or the department, screens visitors to determine the reason for their visit, and directs them to the appropriate individuals or offices as necessary. Responds to questions from the public about the operation of the fire department and assists visitors with routine requests. Answers or places telephone calls for the chief and to handle matters for the department; transfers callers following department procedure. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings, conferences and seminars to take notes or to serve as department representative, when assigned by the Chief. Assists the Police Chief by recommending policies or changes that may contribute to the efficient operation of the department.

Receives, reviews, sorts and processes incoming/outgoing mail, interdepartmental correspondence, reports and other materials, distributing or filing such in accordance with departmental procedures, as needed. Stamps material to record the date and time of receipt. Replies to any routine correspondence or requests as needed. Composes and types business letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Prepares news releases or any other type of official department statement for publication. Proofreads documents and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files. Checks department records and reports for completeness, accuracy and conformity to established procedures. Completes all records and reports as required or assigned. Reads graphs, charts, manuals, records or related department documents, and analyzes data through the use of statistics in order to compile information and write reports. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up and maintains the department's filing system. Files correspondence, forms, records, or reports in accordance with the appropriate organizational system. Assigns cross-indexing numbers to files that are maintained in two or more locations. Keeps records on the location of materials removed from files, and to whom materials are released; traces missing files. Periodically performs inspections on systems and facilities for maintaining records and reports. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Uses a computer scanner, facsimile machine, copier and other equipment needed to perform duties. Operates a computer terminal and uses related software in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Extracts information or summarizes contents of files for use by department personnel. Performs appropriate back-up functions to secure computer files. Develops new procedures for office functions when necessary.

Makes calculations necessary to compute payroll and prepares payroll records by adding new employees, adjusting pay rates, changing dependent status and providing for out of class pay. resolves complaints from employees about errors, changes or other matters related to payroll. Tracks information including salaries, hours, overtime and related data to be used in reports and for budgetary purposes. Compiles other fiscal information to assist the Police Chief in preparing the departmental operating budget. Participates in the process used to account for money and assets of the department. Posts items into journals, ledgers or other accounting records and balances these at the end of each month. Collects fines or bond money and provides receipts; issues payments from petty cash. Meets with sales representatives to review products and makes recommendations or decisions on purchasing routine supplies and equipment for the department. Prepares purchase requisitions according to department procedures. Maintains inventory of assigned supplies and equipment, ordering and distributing such as needed. Locates repair services, gets estimates and arranges for repairs and maintenance of all assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Police and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a

degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Must possess a valid driver's license.