

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position encompassing duties such as composing letters for the police chief, typing, filing and retrieving information from files, keeping specified records for department employees, and performing related duties to relieve the chief of minor clerical problems. This position is basically non-supervisory and the employee is responsible to the chief of police who directs and reviews the work of this class.

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.

Types letters, forms, memos, statements, formal reports, etc.;; proofreads typed material and corrects errors;

Selects and handles any routine correspondence or requests on own initiative; composes letters from written or oral directions by the chief; writes routine correspondence;

Keeps records as required;

Makes and answers telephone calls; screens the chief's calls by redirecting calls to other individuals or offices that can better take care of the call or by handling routine questions or requests; screens visitors to determine if their business warrants seeing the chief or directs them to other offices or individuals that can help; answers questions and handles any routine requests by visitors to the office;

Reminds the chief of all appointments, meetings, etc.;

Sets up a filing system; revises such system when necessary; decides what is to file and what is to throw away; files correspondence, cards, forms, and records in files which may be sequenced alphabetically, numerically, or chronologically; retrieves information or documents from the files;

May also perform duties such as opening, sorting, and distributing mail;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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.

Before appointment, must submit a certificate verifying the ability to type 30 - 35 words per minute.

Prior to confirmation, must establish domiciliary residence within the Parish of St. Mary.

FR 03-30-83
Rev 12-20-93
07-01-98
08-14-14