

**SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief maintains scheduled appointments, prepares correspondence, and acts as the receptionist to visitors and callers for the Police Chief. The employee of this class assists in the preparation of the departmental budget and performs other accounting duties. The Secretary to the Police Chief works independently, 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.

Assists in the operation of the Police Chief's office by acting as the receptionist for any visitors to the office, answers questions from visitors or directs them to other individuals or offices when necessary. Places and receives telephone calls for the Police Chief, and handles any routine matters from callers following department procedures. 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 and takes minutes or notes of such as assigned by the Chief.

Opens, sorts and distributes incoming mail. Processes outgoing mail and interdepartmental correspondence. Briefly reviews correspondence, reports and other materials. Prepares replies to routine correspondence or requests on own initiative or as required to handle problems as assigned by the Police Chief following departmental procedures. Compiles and organizes data and writes reports. Composes business letters. Types or completes forms, memos, statements, formal reports, or any other documents. Receives, reviews, and processes assigned records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Files correspondence, forms, records, or reports alphabetically, numerically, by subject matter or by code. Maintains records on location of materials removed from files and to whom materials were released. Traces missing files. Maintains a library or

archives of materials. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Copies computer data to diskette from computer's hard drive following departmental procedure. Develops new procedures for office functions when necessary. Operates a facsimile machine, copying machine, calculator or mathematical computer software.

Assists the Police Chief in the preparation of the total departmental operating budget. Posts items into journals, ledgers or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental budget. Issues payments from petty cash. Maintains inventory of supplies and equipment and orders supplies and equipment as necessary. Prepares purchase requisitions according to department procedures.

Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups. Assists the public by writing letters in answer to written or oral requests addressed to the department or Police Chief. Prepares news releases or any other type of official department statement for publication as directed.

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 Fire and Police Civil Service Law, including being a citizen of the United States and of legal age and pass civil service exam with a score of 75% or greater.

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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education, and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or

university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.