

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a technical, highly responsible stenographic and clerical classification. Work involves accurate typing and the making of complex reports and records. This class shall be under the supervision of the chief of police.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Proof reads and sends out correspondence, routes incoming mail not requiring a superior's attention;

Makes all police chief's reports to the mayor, both annual and monthly, on all law enforcement activities in the city;

Makes traffic accident summaries, both monthly and annual;

Takes statements from witnesses and confessions from prisoners at police station and elsewhere.

Interrogates female prisoners and suspects;

Types index cards on all individual arrests and maintains files on all arrests;

Types fingerprint cards;

Gives information to government agencies;

Operates radio when necessary;

Operates adding machine in computing figures for reports;

Performs other related work as required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of modern office practices, correct English usage, and arithmetic;

Skill in use of a typewriter and other office machines;

Ability to establish and maintain an effective filing system;

Ability to compose and prepare effective reports;

Ability and willingness to cooperate with others and retain confidential information.

QUALIFICATION REQUIREMENTS

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

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.

Must be at least twenty-one (21) years of age or older.

Must have a high school diploma or valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must have the ability to use a typewriter.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.