

SECRETARY TO POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details or assigned, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves important and varied detail and clerical work arising out of the Police Chief's office. Primary responsibility is for relieving the Chief of many minor administrative details, including correspondence, and the work may require the taking of dictation only at occasional intervals. The incumbent may advise with other employees on matters relating to their work but supervision is limited to the transmittal of instructions from the Chief.

EXAMPLES OF WORK

(Illustrative only)

Take and transcribe dictation and type from rough draft and other sources, letters memoranda, forms and other material;

Act as clerical assistant to the Chief, compose important correspondence, relieve the Chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the Chief;

Read reports and summarize information to facilitate review by, and to conserve the time of the Chief, prepare comprehensive reports and make special breakdown of information for the Chief;

Examine, check and verify reports for completeness, propriety, adequacy, and accuracy of computations; determine conformity to established requirements and personally follow up discrepancies;

Keep records, make reports, and prepare other written documents, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of modern office practices, procedures, and appliances, and of business English, spelling and arithmetic;

Good judgment in making decisions in the light of established precedents, and resourcefulness in meeting new problems;

Ability to handle routine administrative details independently;

Ability to accurately and effectively take and transcribe dictation;

Ability and willingness to follow written and oral instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

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

Must possess a combination of experience and training which indicates sufficient possession of the knowledge, skills, and abilities listed above to satisfactorily perform the required work;

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

PAY

For pay purposes only, this class shall be paid not less than the rate that would be applicable if this class were police corporal and not more than the rate applicable if this class were police sergeant.

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