

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical classification involving accurate typing of correspondence, reports, and records, and all other duties of a secretary, including receptionist responsibilities. Incumbent acts as clerical administrative assistant to the police chief and for other ranking police officers.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor details of clerical nature and administrative details, and relays orders and instructions to the other clerical personnel or to the patrolmen;

Answers telephone in chief's office, dispenses information to callers, in accordance with policy, and appropriately refers callers on to the chief or the other officers as indicated by caller;

Acts as office representative for chief and other ranking officers, routing visitors to the proper officers as indicated;

Reads reports and summarizes information therein for chief to review without necessary time loss. Prepares more comprehensive reports and information breakdown for chief's examination;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

Must be not less than nineteen (19) years of age at time of appointment from employment list;

Must have not less than a high school education or a GED equivalent and have sufficient training to indicate the ability to satisfactorily perform the required work;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 successfully pass a civil service examination testing aptitude for beginning work in this class.

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