

**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 performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as a receptionist for the Chief's office, keeps records for the Police Chief, types records and reports, maintains supplies and equipment, and assists with financial management duties. The Secretary to the Police Chief performs routine duties independently, with instruction for special assignments received from the Police Chief. The incumbent is responsible directly to the Police Chief who directs and reviews 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.

Places telephone calls for the Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Acts as receptionist and handles any routine requests by visitors to the Chief's office.

Replies to any routine correspondence or requests on own initiative following departmental procedures, or from oral or written directions by the Chief. Composes business letters, using correct grammar and punctuation. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Police Chief. Proofreads typed material and corrects errors. Sorts and distributes the mail to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically. Operates a computer terminal in order to enter or retrieve information from files.

Operates a calculator, copying machine, and fax machine.

Receives department records and reports and processes or files them according to department procedures. Enters routine

information in department records (such as accounting records, personnel records, information files, or other related files). Compiles and organizes data for reports and writes reports. Fills out all forms or records required or assigned to this position.

Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Issues payments from petty cash.

Prepares purchase requisitions according to department procedures. Disburses supplies and equipment as required.

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 being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be at least eighteen (18) years of age.

Must present a certificate of typing proficiency, certifying ability to type forty (40) words per minute.

Must have a valid driver's license.

After offer of employment, but before beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

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

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