



## **JOB DESCRIPTION** **Secretary to Chief of Police**

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The Secretary to the Chief of Police under the direct supervision of the Chief of Police assumes all clerical and secretarial functions pertaining to the office and assists with the daily operation of the department.

### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Minimum of 18 months of secretarial experience and training which provides the required knowledge, skills, and abilities

### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to type (30-40 words per minute)
- Proficient keyboarding and file maintenance skills
- Knowledge of basic accounting principles
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Possesses a basic knowledge of law enforcement procedures, traffic, criminal and local ordinances
- Ability to deal rationally and calmly with the general public
- Possesses a basic knowledge of law enforcement related computer programs, i.e. Badge System
- Ability to understand and follow oral and written instructions with minimum supervision

### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Screens and routes incoming calls.
3. Reads and reviews outgoing correspondence for procedural and grammatical accuracy, plus conformance to departmental, state and federal policies.
4. Types letters, memoranda and other documents.
5. Maintains all records and files on departmental activities.
6. Answers telephone, takes messages accurately and relays information by radio, pager or Alphasat.
7. Responds to routine inquiries about the Police Department.
8. Checks, classifies, sorts and files all reports, citations, and accidents.
9. Maintains a current record of crime statistics to serve as a resource for the department, the administration, the board of Trustees and the media.
10. Assists or directs people who visit the Police Department to ensure they receive appropriate help.
11. Prepares cases for filing with municipal courts, juvenile authorities, and the District Attorney's Office.
12. Maintains court and appointment calendars for the Chief of Police and all officers.
13. Radio dispatch calls for service to Field Police officers.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate (both verbally and written), interpret, reason, understand verbal instructions, read, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), sit, stand, stoop, reach, hear, speak, perform repetitive hand motions, maintain visual acuity, work inside, and work alone for extended periods of time.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

Operates business machines including electric typewriter, copier, fax, computer, VCR, Alphamate, and police radio.

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated; October 20, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*