

JOB TITLE: ADMINISTRATIVE SECRETARY/RECORDS CLERK (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police.

JOB SUMMARY: Provides secretarial and administrative support to the entire department; receives the public and directs them to appropriate resources; collects fees, issues permits and supervises records; aids administrative staff in the preparation of budget, grants, progress reports, evaluations, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Greets and receives the public, in person and by phone; coordinates information and reports with the communications center; routes complaints, reports and mail to appropriate personnel; types reports, maintains police related files and records; types memos, correspondence, reports of a sensitive nature and maintains confidentiality according to policy; types incident, accident, offense and supplemental reports; transcribes dictated reports and interviews; types legal documents, search warrants, affidavits, etc.; types and mails training and other correspondence for the officers; handles preparation and organization of investigative case files; collects fees, fines, etc. for parking, solicitation and other programs; issues permits and various licenses; assists in training of Community Service Officer.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Aids in preparation of budget, grants, evaluations, progress reports, etc; takes minutes at meetings; supervises the maintenance, care and daily upkeep of office equipment and supplies.

SKILLS/ABILITIES: Must have proficient verbal and written communication skills; ability to operate general office equipment including dictation equipment; ability to take minutes and type 30 wpm; two to three years of experience with various computer programs and functions; ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public; familiar with legal and law enforcement terminology; ability to sit and/or stand for extended periods of time; ability to lift boxes and packages of 25 lbs. or less; ability to step up short ladders to access storage; ability to operate two-way radio and work overtime if necessary.

TRAINING AND EXPERIENCE: Graduation from High School or GED equivalent and two years experience in general office, clerical, or records keeping and/or post high school education in related field.

Updated 9-2001