



Helper City



HELPER CITY POLICE ADMINISTRATIVE SECRETARY JOB DESCRIPTION

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| Document/Revision Number: HR010 02 | Description: Job description for Police Administrative Secretary |
| Prepared By: Helper City Mayor | Approved By: Helper City Attorney |
| Revision Date: December 3, 2017 | Sheet 1 of 2 |

POSITION OVERVIEW

Serves under the direct supervision of Chief of Police. Performs clerical duties pertinent to the Police Department. Conduct all engagements in a professional, respectful manner and performs duties as efficiently and effectively as possible.

SUPERVISION RECEIVED AND EXERCISED

The Police Administrative Secretary receives job responsibilities as appointed by the Chief of Police. Helper City's Police Department reports through the Mayor of Helper City.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Responds appropriately and professionally to all public and employee contacts in City Hall.
2. Answers Police Department telephone inquiries during normal business hours with the supplemental help of the on-duty Officer as the Officer is available.
3. Completes priority criminal and/or civil documentation reports generated by Officer activity and emergencies, disseminating it as dictated by the Chief of Police.
4. Documenting, filing and recording routine Police Department matters.
5. Assists, prepares and completes correspondence, memorandums, reports and forms as necessary for the Police Department.
6. Maintains a filing system in accordance with federal, state and municipal standards.
7. Expected to maintain strict confidentiality on any information that is classified as protected, private data or is a topic of concern regarding employee or public Police Department matters that would prohibit the Police Department from performing public functions in an efficient, respectful manner.



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MINIMUM QUALIFICATIONS

1. Working knowledge of standard office practices including operation of a computer and related software.
2. Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances.
3. Knowledge of City rules, operations, procedures, policies and City programs.
4. Work experience in an office environment performing core functions with a demonstrated ability to quickly learn processes, demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-pace, demanding environment.
5. Required to pass a pre-employment drug screening test and random tests thereafter.
6. Must be able to pass an in-depth background investigation.