

POSITION DESCRIPTION
Police Secretary
Northfield Police Department

GENERAL PURPOSE

The police secretary performs a variety of routine clerical, secretarial, administrative work in support of the law enforcement mission.

SUPERVISION RECEIVED:

Works under the close supervision of the Police Captain.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the preparation of a variety of reports and records including but not limited to; investigation reports, arrest reports, drunk driving investigation and arrest reports, alcotest check list, vehicle impoundment forms, motor vehicle accident/crash report, etc.

Records and files citations; posts case numbers to incidents/investigations and maintains report files.

Enters data into the department computer system, and generates a variety of law enforcement management system reports.

Dispatches information to officers in the field, through the communications center, as needed.

Provides a variety of police related information and reports to the public and governmental agencies.

Receives incoming calls.

Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Serves as an assistant to the administration and provides a variety of office / administrative assistance as needed.

Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness. Establishes and maintains records systems using moderately independent judgment.

Performs data entry work by operating computer keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry.

Collects, organizes, and verified accuracy of data before it is entered.

Extracts alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

Compares data entered into computer with data listed on the original document; conducts spot checks to verify that data is correctly entered by using verification format already built into the computer program to detect entry errors.

Deletes incorrect information, and type in correct information.

Expunges criminal arrest information pursuant to a valid expungement order signed by a Superior Court Judge.

PERIPHERAL DUTIES

Can schedule appointments, meetings, makes reservations, and arranges a variety of conferences and meetings.

Provides backup to related positions.

Serves as a member of various employee committees, as assigned.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Must be able to read and write the English language.

Education and Experience:

- (A) High school diploma or GED equivalent; and (B) Two years of general office, communications, or records management experience, or (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;

(B) Some skill in the operation of most of the tools and equipment listed below.

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.

TOOLS AND EQUIPMENT USED

Computer terminal, personal computer, copy machine, calculator, postage meter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:

Revision History: