

CITY OF RICHARDSON

JOB TITLE: **POLICE EXECUTIVE SECRETARY** APPROVED: _____
DEPARTMENT: Police
CLASS CODE: 1076
CIVIL SERVICE: X NON-CIVIL SERVICE: _____
COMPETITIVE: X NON-COMPETITIVE: EFFECTIVE: 08/31/2016
EXEMPT: NON-EXEMPT: X
FULL TIME: X PART-TIME:

JOB SUMMARY:

Under direct supervision of Chief of Police or Assistant Chief of Police, perform secretarial work requiring a specialized knowledge of Departmental operations. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Perform specialized secretarial responsibilities for the Chief, Assistant Chiefs, and other Departmental personnel that require discretion and diplomacy.
- Communicate courteously and effectively (verbally and in writing) with city employees, officials, and public.
- Use tact and diplomacy to maintain effective working relationships and promote goodwill and cooperation.
- Display working knowledge of each Division's organization and operation, and their corresponding General Orders and Standard Operating Procedures.
- Assist the public, in person or by telephone, with answers to questions requiring knowledge of policies and procedures, including responding to sensitive issues addressed by the public. Recognize and access intervention and/or assistance from other Departmental personnel when necessary in responding to citizen based issues.
- Compose and prepare correspondence for the Chief of Police, Assistant Chiefs of Police, and other Departmental personnel.
- Operate and understand mechanism of office machines such as computer and associated office software, typewriter, fax machine and copier.
- Type forms, charts, statements, confidential investigations, letters or memos prepared by the Chief or Assistant Chiefs and/or by other personnel for the Chief's or Assistant Chiefs' signature.
- Screen telephone calls for the Chief and Assistant Chiefs and other Departmental personnel.
- Search files and assemble information for dissemination within the Department.
- Organize index and file cards, letters, and documents for "immediate access" availability.
- Prioritize, organize, and maintain Chief's and Assistant Chiefs' calendar.
- Make travel arrangements and room accommodations.
- Prepare accurate and prompt Expense Report Forms.
- Process appropriate paperwork for Departmental personnel with regard to merit increases, promotions, etc.
- Maintain and update personnel addresses, phone numbers, marital status, and other personnel change data on the Computer Personnel System.
- Prepare annual budget for the Chief and Administration, including cost comparisons, revisions, and prioritizing.
- Perform semi-annual equipment inventory for the Administrative area.
- Work independently in the absence of specific instructions or supervision.
- Lift, carry, hold, push and/or pull up to ten pounds of office supplies and/or office equipment.
- Must not pose a threat to the health and safety of self or others.

OTHER JOB FUNCTIONS:

Efficiently and safely operate, care for, and maintain appropriate appearance of assigned equipment.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High school diploma required, including courses in clerical subjects. Must be a Notary Public.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Must have five years of continuous experience as an administrative secretary, or extensive experience in a related field. Proficiency preferred in computer software such as Microsoft Word, Excel, and PowerPoint. Must be able to work and organize efficiently and resourcefully, and without constant supervision.