

CITY OF RICHARDSON

JOB TITLE: **POLICE ADMINISTRATIVE SECRETARY** APPROVED: _____
DEPARTMENT: Police
CLASS CODE: 1075
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, perform difficult administrative clerical functions requiring a specialized knowledge of departmental operations and procedures. Perform other related work as required.

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ESSENTIAL JOB FUNCTIONS:

- Serve as the administrative secretary for a division, section or unit, and provide administrative support for special programs, processes, or projects as assigned.
- Perform detailed clerical functions requiring considerable discretion, specialized job knowledge and confidentiality.
- Work independently in the absence of specific instructions or supervision.
- Operate all office equipment used to perform duties of the position, and perform minor equipment maintenance.
- Transcribe accurately from taped conversations and digital dictation system, if found necessary and directed.
- Accurately read, comprehend, and record information in a timely manner from reports, correspondence, and computer screens.
- Accurately complete mathematical computations.
- Prepare accurate documents, correspondence, reports and/or statistical reports, as directed, using specialized computer software.
- Process, copy, distribute, and file computer printouts, report forms, correspondence and legal documents alphabetically and numerically in standard, open, and closed shelf file cabinets.
- Search files; retrieve and assemble information.
- Assist in training new employees as appropriate.
- Competently perform under stress when confronted with high priority situations and distractions
- Perform a variety of tasks, often changing tasks quickly without loss of efficiency and composure.
- Comprehend and implement applicable Departmental orders, both written and oral.
- Develop, utilize, and recommend methods for work improvement
- Attend/testify in all criminal and civil courts when summoned; attend training schools/seminars and other city-related events that may require travel (occasionally overnight).
- Adapt to new and changing procedures, programs, regular and special assignments.
- Communicate effectively, courteously, and clearly, in English, with the public, officials, and other city employees, by telephone, in person, and in writing.
- Assist the public with questions requiring knowledge of policies and procedures, in person or by telephone.
- Screen telephone calls appropriately.
- Use tact and diplomacy; maintain composure, helpful attitude, and professionalism in all circumstances, including during stress, verbal abuse, criticism, or other adverse conditions.
- Secure an area by key, by locking and unlocking doorways, elevators, file cabinets and shelves.
- Lift, carry, drag, hold, pull, and/or push items up to 15 pounds, moving them to remote site by dolly, vehicle, and/or by hand.
- Sort and distribute cards, mail, letters, and memoranda from a mailbox system that requires reaching from 4 to 6 feet in height.
- Operate a city vehicle in a safe manner.
- Serve as Notary Public.
- Be on call and respond within a prescribed time limit, if found necessary and directed to do so.
- Assist with coordination of special events as necessary.
- Must not pose a threat to the health and safety of self or others.

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OTHER JOB FUNCTIONS: May be required to accept, process, and provide receipt for specialized service fees from the public. May be required to assist with timesheet and payroll processing.

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

High School Diploma or GED required. Texas Drivers License, Class C required.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Four years of recent experience required in general administrative/clerical work or extensive experience in related field. Must be able to transcribe (from taped and/or live conversations and digital dictation system). Extensive use and in-depth knowledge of Microsoft Office Suite, Excel and Lotus Notes or similar software office products. Basic knowledge required in the use of graphics software. Recent work experience required that includes extensive data entry, typing, filing, indexing, and extensive public contact in person and by telephone.