

STROUD AREA REGIONAL POLICE DEPARTMENT

JOB TITLE: Police Secretary

Division: Administration

Reports to: Executive Administrative Assistant/ Controller

Location: Police Headquarters

Date Approved: 12/08/2021

Pay Status: Hourly

GENERAL DESCRIPTION of the position includes but is not limited to:

The Police Secretary will work under the general supervision of the Executive Administrative Assistant/Controller and performs a variety of routine clerical, secretarial, and administrative work in keeping official records, providing administrative support to the police staff and assisting in the administration of the standard operating policies and procedures of the police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and any others that may be assigned by the Executive Administrative Assistant or Chief of Police:

Duties include, **but are not limited to**, performing routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing, answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies, operates listed office machines as required; receives stamps and distributes incoming mail and processes outgoing mail.

Types and edits a variety of correspondence, reports, memoranda, and other material as required by the Chief of Police.

Inputs data to standard office and department forms; makes simple postings to various reports such as annual reports, incident reports, and crime reports; compiles tabulated data, prepares records such as notices, resolutions, and memoranda; maintains filing systems, control records and indexes using moderate independent judgment; schedules appointments and performs other administrative and clerical duties. Fingerprints, photographs and gathers data for booking or employment applications as established by Stroud Area Regional Police Department.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required but not intended to be an exhaustive listing of requirements. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Police Secretary must demonstrate the following for consideration of the job:

Knowledge of:

- Employee must be computer literate and be able to use, transmit, receive and manipulate data and information demonstrating basic knowledge in Microsoft Word, Outlook, and Excel. Must be capable of learning skills for any other software programs currently used or may be used in the future by the SARPD.
- Office procedures, methods, policies, including best practices along with use of normal office equipment.
- Basic principles of business letter writing and report preparation, including appropriate document formatting.
- Proper usage, spelling, grammar, and punctuation of the spoken and written English language.
- Basic math skills - add, subtract, multiply, divide - using manual and automated methods
- Appropriately professional, mature, and courteous interpersonal interaction skills

Ability to:

- Work independently on all tasks with emphasis on problem solving.
- Understand the organization, operation, and services of the SARPD, and outside agencies as necessary to perform assigned responsibilities
- Understand, interpret, and apply general administrative and departmental policies, procedures and contracts.
- Perform a variety of office support and clerical duties and activities of a general nature for the Chief of Police.
- Compile, maintain, process, and prepare a variety of records and reports.
- Perform record searches quickly and accurately.
- Work under pressure with frequent interruptions and a high degree of public contact by telephone and/or in-person.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information
- Use applicable office terminology, forms, documents, and procedures in the course of the work.

- Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Organize and prioritize work assignments.

MINIMUM QUALIFICATIONS

The Police Secretary must be a graduate from a high school or have a GED equivalent with specialized course work in general office practices such as typing, filing, and data entry. Have two years of related experience, or any equivalent combination of related education and experience. Must have working knowledge of computers, electronic data processing, listed tools, equipment and modern office practices and procedures.

Able to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Possess a valid Pennsylvania Driver's License or able to acquire a Pennsylvania Driver's License within 3 months

The Police Secretary will use routine office equipment; multiple computer software and systems; word processing and spreadsheet software; copy machine; fax machine; calculator.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation (including fingerprints) and credit check is required. Employee must be able to obtain security clearance to National Crime Information Center (NCIC).

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Degree in a related field is preferred.

PHYSICAL DEMANDS

While performing the duties of the job, employee typically handles computers, office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of some stooping and kneeling required. Employee will sit, and/or stand for long periods of time and may occasionally move up to 25 pounds. Must be able to safely operate a motor vehicle and to perform tasks involving manual dexterity, such as use of a computer. Could require travel between facilities or to external agencies.

WORKING CONDITIONS

Work is performed in an office, computer room, or other environmentally controlled room, and, work may be performed in a very hectic environment.

Daily reporting location is the Police Headquarters Building, Administrative Offices.

The position of the Police Secretary is an hourly position. The normal work schedule is 8am – 5 pm (1-hour lunch break), Monday through Friday, employee is

expected to work as required to meet the essential duties of the job.

It is expected for the employee to attend seminars and meetings/classes/ training outside the SARPD office when directed by the Chief.

Pay

The Police Secretary position is an hourly position - starting pay will be competitive and commensurate with the chosen candidate's qualifications and experience. The SARPD also offers an attractive benefits package, including health benefits for employee and family, retirement, paid holidays, sick days, personal days and vacation leave. All civilian employees are not eligible to participate in HRA beginning in 2022.