

## **CITY OF SYCAMORE JOB DESCRIPTION**

**DATE APPROVED:** January 1, 2019

**POSITION TITLE:** Part Time Administrative Secretary

**GROUP:** Police Department

**REPORTS TO:** Police Chief

**FLSA STATUS:** Non-Exempt; represented by AFSCME Local 3957

### **JOB SUMMARY**

The position of Police Secretary is assigned to the Police Chief in the Police Department and performs skilled secretarial and clerical tasks and general administrative and accounting duties. The Administrative Secretary also provides administrative support to the Police Department administrative and line personnel and performs other secretarial, clerical and/or basic research duties as assigned. Extensive contact with other City employees and the general public is required. No supervisory duties are required, but the secretary will regularly deal with sensitive personnel information.

### **EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES**

#### **1. Clerical Duties**

- Performs technical, secretarial and office support duties as necessary for the efficient accomplishment of administrative tasks.
- Performs confidential duties including the processing and maintenance of personnel records, processing of paperwork necessary in disciplinary proceedings, selection processes, transfers and other personnel issues.
- Receives and handles telephone calls and walk-in public.
- Establishes and maintains a filing system assuring documents are readily available for reference.
- Types various office correspondence, memoranda, and other documents for administration using word processing equipment.
- Routes and delivers internal mail.
- Gathers information for report processing and inquiries.
- Performs other tasks as required.

#### **2. Administration**

- Provides administrative support for the Chief of Police and command staff including high level clerical and low level professional work as needed.
- Schedules appointments and makes travel and meeting arrangements.
- Manages, inventories, and purchases supplies for efficient office operations;
- Coordinates personnel related functions.
- Responds to calls for the Chief of Police.

### **3. Public Relations**

- Provides information and assistance to members of the general public.
- Establishes liaison with elected officials, commissioners, business leaders, government officials and others on behalf of the Chief of Police.

### **4. Computers**

- Utilizes and develops complex data processing resources necessary for efficient department operations and management information.

### **5. Special Projects**

- Trains clerical personnel
- Monitors compliance with established evaluation procedures, project deadlines, administrative directives and special orders for the Chief of Police.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Extensive knowledge in the application and use of advanced office and data management equipment, including word processing, spreadsheet, database and other automated systems.
- Extensive knowledge of the operating procedures of the department and its personnel.
- A high level of personal management and interpersonal skills are required including a high level of organizational skill.
- Ability to communicate effectively in oral and written form in order to furnish and obtain information from other departments.
- The ability to follow oral and written instructions;
- The ability to maintain the confidence and trust of the Chief of Police and command staff.
- A high level of problem solving ability, self-initiative and a willingness to work a majority of the time without direct supervision.
- The ability to analyze situations and make decisions that are consistently in line with the agency's mission, goals and objectives.
- Ability to establish effective working relationships with employees and the public.
- Ability to work a 25 hour work week with work hours that will be determined by the needs of the department but will generally be during the daytime with flexibility to accommodate the public. Some early morning, late afternoon, and weekend hours may be required in the case of an emergency or special City event.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education**

- High School graduation or equivalent. Two years of secretarial/business college coursework is desirable.

### **Experience**

- Two years of related or business experience is required.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions 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 position, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other office equipment; and to reach with hands or arms. Employees are required to walk, kneel, stoop, climb and stand and lift up to 20 pounds of force occasionally, and the use of arm/or leg controls that require exertion of forces greater than that for sedentary work. Specific vision abilities required by this job include close vision, use of both eyes, ability to adjust focus and to distinguish basic colors and/or shades.

Employees are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; interact with the general public, vendors, public agencies, employees and others who may be encountered during the course of work

Employees work under typical office conditions, and the noise level is usually quiet. Employee may interact with upset staff and/or the public and private representatives in interpreting and enforcing laws and codes.