

**POSITION: Executive Secretary***City Of Neodesha**Police Department****POSITION SUMMARY:***

This position provides high level confidential support by conducting research, preparing reports, handling information requests and performing clerical functions such as correspondence, receiving visitors, arranging for conference calls and scheduling appointments and meetings. The Executive Secretary performs all secretarial, clerical and dispatch duties for the police department and works closely with all departmental staff to ensure that all reports are complete, accurate and submitted in a timely manner.

***ESSENTIAL FUNCTIONS:***

- Provides confidential support by conducting research, preparing reports, handling information requests and performing all clerical functions of the department;
- Maintains paper and electronic files, provides information to callers and greets/screens the public;
- Receives complaints from the public concerning crime and emergencies, dispatches calls to available officers;
- Enters all data on every case using KBI software and submitting this data to the information bank;
- Performs transcription duties for the police department;
- Performs all legal secretarial duties using accepted procedures and prepares all legal papers and correspondence as needed;
- Serves the department as a certified Notary Public;
- Composes letters for requests of funds or items regarding delinquent accounts or bad checks that have been turned over for prosecution;
- Runs license checks and gathers data such as addresses, birth dates, etc. upon officer request;
- Keeps files on department employees, answers general inquiries from the public, reports statistical data to the State and composes news releases;
- Operates switchboard and other communication equipment;

***MARGINAL FUNCTIONS:***

- Assists in the completion of grants and searches for new grants for the police department;
- Maintains all office equipment;
- Develops new, more comprehensive methods for collecting and tracking data on computer;
- Utilizes the Kansas Criminal Justice Information System software from the KBI;
- Collects money for bad checks and account collection and returns the funds to the business;
- Collects fees for report copies from insurance companies, the public and lawyers;
- Keeps paperwork stocked for officers;
- Maintains mug shots from booking camera and adds them to reports.

## **Executive Secretary Assistant**

### **Position requirements**

**Experience:** The Executive Secretary is expected to have a minimum of one (1) to (3) years of similar or related experience. The employee is expected to have gained the necessary information and skills within one (1) year of hiring.

**Education:** The Executive Secretary is required to have at a minimum, a high school diploma or GED.

**Technical Skills:** In addition to the minimum requirements listed above, the employee must have strong knowledge of federal, state and local laws and ordinances, and have excellent oral and written communications skills. Additionally, the employee should have a working understanding of mathematics, computer hardware/software and first aid. Employee must have a valid Kansas Drivers' License.

**Problem Solving:** Frequent problem solving exists with this position. Problems involve handling citizen complaints, civil disputes, victim trauma, dealing with irate and hostile individuals, software and computer problems, scheduling and prioritizing events and time management.

**Decision Making:** Decisions for this position arise out of the problems mentioned above. The employee is expected to be able to prioritize calls and dispatch officers in a calm, efficient and professional manner, regardless of the situation. Prioritizing other work responsibilities is also important and is expected to be a skill possessed by the employee.

**Supervision:** The Executive Secretary is not responsible for supervising other employees and works with a considerable amount of independence, with constant oversight by the Chief of Police.

**Financial Accountability:** This position is responsible for departmental equipment and resources. There is no authority to purchase equipment and/or supplies without prior approval. Participation in the annual budget process is not necessary, but assistance is often given.

**Personal Relations:** The Executive Secretary interacts on a daily basis with other employees, supervisors, the City Administrator and the public. This employee also interacts on a weekly basis with members of the governing body. Strong oral and written communication skills are important.

**Working Conditions:** A large majority of the Executive Secretary's work takes place in an office setting. The employee must be able to operate office/computer equipment. Contact with human blood/fluids is likely. Dealing with informants and confidential information that may or may not have severe consequences, cause injury, or possibly loss of life, this position must exercise a certain degree of care, above that expected for a typical office position.

**Physical Requirements:** The employee must be able to lift mild amounts of weight and carryout typical office duties. As an assisting representative of the police department for the custodial care of female inmates, additional physical requirements can be expected.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*