

**POLICE SECRETARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a wide variety of responsible and complex clerical and secretarial duties in support of administrative and supervisory Police Department staff.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the police clerical series and is distinguished from other secretarial and clerical classes by the more complex and sensitive duties assumed related to functioning as the secretary to administrative and supervisory staff. This class can be further distinguished by the amount of independence and discretion in judgment with which the incumbent is expected to operate.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from sworn administrative and supervisory staff.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Perform a wide variety of complex, administrative and confidential secretarial and clerical duties in support of sworn administrative and supervisory staff.

Type a variety of materials including general correspondence, letters, reports, memos and personnel orders.

Take and transcribe oral dictation from notes or transcribing machine recording; operate office equipment and word processor.

Maintain logs and records of confidential information; process and distribute to appropriate personnel.

Initiate and maintain files and personnel and payroll records; prepare monthly overtime, accumulated time and sick leave reports.

Prepare check requests and purchase orders; maintain petty cash and bail fund.

Process receipts for moneys received for photographs, verifications, fingerprints and photocopies.

Process and prepare a variety of permits, forms, dispositions, and files including taxi permits, concealed weapons permits, registrant files, extradition forms, and pawn slips.

**Essential Functions: (continued)**

Operate teletype and word processing machines to enter, modify, and retrieve data such as stolen and recovered property, driver license and vehicle registration information, and warrants on wanted persons.

Make travel arrangements, maintain appointment schedules and calendars.

Assist department staff in organizing and completing special projects; research and compile information for use in special reports; serve as staff at special events for the public.

Screen calls, visitors and mail for assigned staff; compose routing correspondence in response to requests for information.

May assist in performing searches of arrested persons.

**Marginal Functions:**

Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

English usage, spelling, grammar, and punctuation.

Business letter writing.

Modern office practices, procedures, methods, and equipment.

**Ability to:**

Compose general correspondence and letters.

Communicate clearly and concisely, both orally and in writing.

Perform record searches quickly and accurately.

Work cooperatively with other City departments, City officials and outside agencies.

Operate office machines and word processing equipment.

Work independently in the absence of supervision and work under pressure to meet deadlines.

Analyze situations carefully and adopt effective courses of action.

Interpret and apply administrative and departmental policies, laws, and regulations.

Understand and carry out oral and written directions.

Maintain confidential information and data.

Type at a speed necessary for adequate job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

Compile and maintain complex and extensive records and prepare routing reports.

Work various shifts as assigned.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible clerical and secretarial experience, preferably within a police department.

**Training:**

Equivalent to the completion of the twelfth grade, including or supplemented by clerical courses.

**Licenses/Certificates/ Other requirements:**

Possession of or ability to obtain valid California driver's license.

**PHYSICAL DEMANDS**

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Never	51 to 75 lbs:	Never
Stooping:	Never	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

**Pushing/Pulling:**

up to 10 lbs: Occasionally  
11 to 25 lbs: Never  
26 to 50 lbs: Never  
51 to 75 lbs: Never  
76 to 100 lbs: Never  
100 + lbs: Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently to Constantly
Reaching forward:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally to Frequently

Coordination -	Eye-hand: Frequently
	Eye-hand-foot: Occasionally
	Driving: Never

**PHYSICAL DEMANDS (continued)**

- Talking - Face-to-face: Occasionally  
Verbal contact: Occasionally  
Public: Occasionally
- Vision - Acuity far: Required  
Acuity, near: Required  
Depth perception: Not Required  
Field of vision: Not Required  
Accommodation: Not Required  
Color vision: Not Required
- Hearing - Conversation: Occasionally  
Telephone: Occasionally to Frequently  
Earplugs: Never

**MENTAL REQUIREMENTS**

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Synthesizing, Coordinating, Analyzing, Computing, Copying, Comparing, Supervising, Serving, Taking instructions-helping, Setting up, Operating-controlling, Comprehend/follow instructions, Perform simple repetitive tasks, maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Indoors, Using computer/computer monitor screen, Works around others, works alone, works with others.