

EXECUTIVE SECRETARY TO THE POLICE CHIEF (UC)DEFINITION

Under general supervision of the Chief of Police performs highly responsible executive support activities of a highly confidential nature. Supervises office staff and performs other related duties as required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs a full range of secretarial and administrative support duties including but not limited to the following: Interviews and secures information from callers, answers questions, and resolves complaints or refers them to appropriate resource person; Serves as the Police Department contact and liaison between department staff, other departments, the public, outside agencies, city officials, government officials, and representatives from businesses and organizations; Composes correspondence and memoranda, writes reports, maintains a calendar of activities, meetings and various events for the Police Chief; Coordinates and schedules meetings, and makes travel arrangements; Prepares agendas and records and transcribes minutes of various meetings attended by the Chief; Maintains confidentiality and security of information and materials of a classified or confidential nature; Acts as technical resource on the editing of public documents such as reports, brochures, and flyers; Maintains the Chief's personal files and personnel files of all staff under his command; Operates a personal computer and uses applicable software to produce a variety of correspondence, memoranda, reports and other materials; and Opens and routes all mail for Chief's office.

DISTINGUISHING FEATURES OF THE CLASS

The Executive Secretary to the Chief of Police performs a wide variety of tasks and receives highly confidential information that requires sound mature judgment and integrity in processing. The duties of the Executive Secretary requires the highest level of sensitivity and tact, as well as a thorough understanding of the policies, functions, programs, and services of the police department.

MINIMUM BASIC QUALIFICATIONS

Education equivalent to graduation from high school, preferably supplemented by college level course work in business courses or secretarial practices, and considerable experience in performing progressively responsible clerical work as an executive secretary, or any combination of experience and education which provides the knowledge, skills and abilities listed below:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business English, office practices.

Skill in: operation of a personal computer and other office machines

Ability to: type at a corrected speed of 60 words per minute, use a personal computer, employ sound judgment, supervise other clerical personnel, maintain satisfactory relationships with other employees, meet and relate to the public effectively, and handle highly confidential material.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a well-organized self-starter who works well independently and completes tasks with a minimum of instruction. This individual is highly dependable and easily coordinates a wide variety of tasks and levels of priority and is comfortable working in a fast-paced environment with strict deadlines. The individual is helpful, pleasant and customer-service oriented, yet very aware of the importance of confidentiality and handles sensitive matters with discretion. When performing supervisory duties, this individual is an effective team builder who treats all employees fairly, maintains high morale and is dedicated to quality service.

Class title change from Secretary to the Police Chief per Council Resolution No. 2000-074,
effective 12-1-00

Class spec prepared 7-1-88

Revised 5/94

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