

KETTERING POLICE DEPARTMENT
Secretary to the Chief of Police

GENERAL STATEMENT OF DUTIES:

Performs responsible secretarial and administrative duties, including statistical analysis, exceptional communication and writing skills, typing and utilizing a computer for word processing. Certain positions may require proficiency in shorthand/speedwriting. Will serve as the secretary to the Chief of Police. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible secretarial work, requiring typing, transcribing, dictation, word processing, computer data entry, and other clerical duties. Work may be done under close or general supervision; incumbents are expected to produce products that are accurate in both form and substance. Judgment is exercised in applying prescribed procedures and methods to routine matters.

EXAMPLES OF WORK: (Illustrative Only)

Composes and types letters, memoranda, records, reports, ordinances, resolutions, legal documents such as briefs, opinions and entries, and other materials from clear copy or rough draft, or shorthand notes;

Proofreads typewritten materials;

Monitors and enters payroll;

Serves as a receptionist, answers telephone, directs callers to the proper person or office, or gives general or specific departmental information in response to public inquiries;

Opens, distributes and processes mail;

Checks time cards, prepares bi-weekly payroll and maintains time and leave records and departmental personnel files;

Prepares vouchers, requisitions and purchase orders and keeps records of supplies;

Assists in budget and other financial record preparation and handles petty cash;

Processes billings for consultants and vendors to the Department;

Prepares reports and survey data;

Develops Excel spreadsheets for cost comparisons and data management;

Creates PowerPoint presentations;

Maintains calendar of events and makes appointments for Chief and other supervisors;

Sorts, indexes and files material alphabetically, numerically and/or geographically;

Relays messages and assists in facilitating communication;

Prepares official documents related to the operation of the Department;

Makes decisions on routine administrative matters;

Operates copy machine, facsimile, dictaphone, adding machine or other office machines;

Operates computers and terminals;

Uses various computer software spreadsheets, word processing, database and other computer programs;

Remains current in rapidly changing office technology;

Schedules travel and training as needed;

Regular and predictable attendance required;

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of office terminology, procedures and equipment. High school diploma or equivalent is required with additional education and training a plus. At least a high school graduate level of ability in English, grammar, spelling, and business math; the ability to take and transcribe dictation and type at a reasonable rate of speed. High level of competence and accuracy in typing and office computer applications; excellent computer word processing skills with proficiency in the use of Microsoft Word and other related software programs required. Ability to understand and follow oral and written directions. Must have effective interpersonal skills, excellent oral and written communication skills, with the ability to work and communicate effectively with staff, City officials and the general public. Ability to write legibly; demonstrate general clerical skills and aptitude; mental alertness; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a standard high school course or its equivalent is required, including courses in typing, shorthand/speedwriting, or any combination of experience and training which provides the required knowledge, skills and abilities with additional training a plus.

Approved:  _____

Date: 9-20-2019