

SECRETARY TO THE CHIEF OF POLICE

A. SUMMARY

The secretary to the Chief of Police shall assist the Chief of Police in the administration of his/her office by performing highly responsible secretarial and clerical functions. The secretary shall have a good working knowledge of basic legal, law enforcement and related terminology customarily used in department operations and must have a general knowledge of the operations of the police department.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Secretary to the Chief of Police to:

1. Plan and assist in the functioning of the immediate office.
2. Provide for the efficient operation of the office.
3. Prepare and maintain office records and files.
4. Have complete knowledge of the operations of the office.
5. Forward information and directives as instructed to appropriate members.
6. Process departmental correspondence.
7. Maintain department personnel files.
8. Respond to telephone inquiries from within the department and the general public.
9. Maintain total confidentiality of all department operations.
10. Responsible for the payment of invoices submitted to the police department.
11. Responsible for cash receipts.
12. Performs other duties as assigned by the Chief of Police.