

SENIOR CLERK AND SECRETARY**A. SUMMARY**

The Senior Clerk and Secretary performs clerical and secretarial duties requiring a considerable degree of decision making and a thorough knowledge of departmental operations; maintains a close and highly responsive relationship to supervisor's work; acts fairly independently and assumes a high degree of responsibility in the absence of the supervisor; performs related work as required.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Senior Clerk and Secretary to:

1. Work under supervision of executive, administrator, department or organization head.
2. Supervise a small number of employees.
3. Maintain appointment schedule of supervisor; act as receptionist taking phone calls, direct walk-ins, and handle inquiries and prepare correspondence and reports for signature when required.
4. Prepare and maintain administrative, statistical, fiscal, confidential or analytical records and prepare associated reports of a highly confidential nature as required.
5. Furnish information pertaining to departmental rulings, procedures and policies and proceed with a wide latitude of independent judgment in carrying out, applying and interpreting applicable policies, laws, procedures, rules and regulations based on knowledge gained through experience.
6. Operate standard office equipment such as computer terminals, adding machines, copiers, fax machine, shredders, etc.
7. Proficient in word and data processing and searching techniques relative to the in-house computer system.
8. Perform stenographic and typing work calling for a very high degree of accuracy; record and transcribe minutes, reports and all other documents of controlling Boards and Commissions.
9. Perform related work as assigned by the Chief of Police or Commanding Officer.