

City of Martinsburg



JOB: POLICE DEPARTMENT SECRETARY	DATE: 5/17/2019
PAY GRADE: 9 PAGE 1 OF 4	CODED TITLE: 360 REPORTS TO: POLICE CHIEF

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: POLICE DEPARTMENT SECRETARY		
<ul style="list-style-type: none"> PAY STATUS: NON-EXEMPT 		
2. REQUIREMENTS:		
Education:	High school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, or bookkeeping and two (2) years of increasingly responsible related experience or any equivalent combination of education and experience.	
Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid WV drivers license.	
Experience	Education and/or experience above or any equivalent combination of education and experience.	
Skills, Knowledge and Abilities:	<p>Working knowledge of computers and electronic data processing.</p> <p>Working knowledge of modern office practices and procedures.</p> <p>Some knowledge of accounting principles and practices.</p> <p>Skill in operation of telephones, computer software, copy machine, postage machine, base radio and calculator.</p> <p>Ability to effectively meet and deal with the public.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to follow and give verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Ability to work in stressful situations and respond to in a professional, calm and reasonable manner.</p>	
Physical:	Body Positions:	Standing, walking, sitting.

City of Martinsburg



JOB: POLICE DEPARTMENT SECRETARY	DATE: 5/17/2019
PAY GRADE: 9 PAGE 2 OF 4	CODED TITLE: 360 REPORTS TO: POLICE CHIEF

		Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to occasionally lift and/or move up to 25 pounds.</p> <p>Stand, walk, sit.</p>
		Body Senses	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision and the ability to adjust focus.</p>
	Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
		Supervision Exercised	<p>None.</p>
		Reasonable Accommodations	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

--	--	--	--

3. TASKS and DUTIES OF JOB: General Definition: Performs variety of routine and complex clerical, secretarial and administrative duties in keeping official records, providing administrative support to all Police Department staff, and assisting in the administration of the standard operating procedures of the department. Works under the close supervision of the Police Chief. While performing the duties of this job, the employee works in a comfortable office environment. Noise level in the work environment is usually low.

	1	Maintains the required confidentiality of all work. Work is confidential and released to the public only by authorized personnel.
	2	Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance and data processing.

City of Martinsburg



JOB: POLICE DEPARTMENT SECRETARY

DATE: 5/17/2019

**PAY GRADE: 9
PAGE 3 OF 4**

**CODED TITLE: 360
REPORTS TO: POLICE CHIEF**

3	Answers in-coming calls and routes callers or provides information as required. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
4	May take and transcribe dictation and minutes.
5	Acts as liaison between vehicle maintenance companies and Police Chief. Maintains Vehicle Assignment Log. Coordinates monthly oil changes and vehicle inspections.
6	Assists in the procurement of department materials, equipment and maintains supplies; prepares purchase orders for the appropriate departmental signature; secures invoices or other documentations to accompany voucher. Orders and maintains inventory of uniforms, badges, boots and other equipment.
7	Prepares and monitors work orders.
8	Maintains all office machinery and mail machinery and related supplies.
9	Operates offices machines and computers as required.
10	Manages and disburses all incoming correspondence.
11	Manages hearing/trial notices by listing of daily docket and notifying officers involved.
12	Drafts, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
13	Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data. 2
14	Maintains dispatch documents, records and police department internal personnel files.
15	Monitors individuals in holding cells for proper conduct, safety and medical or other needs.
16	Monitors and records false alarms and reports same to appropriate officer.
17	Assists in training new employees.
18	Assures that dispatch room is ADA qualified, meets federal rules and guidelines.
19	Any and all other duties assigned by Police Chief.

City of Martinsburg



JOB: POLICE DEPARTMENT SECRETARY	DATE: 5/17/2019
PAY GRADE: 9 PAGE 4 OF 4	CODED TITLE: 360 REPORTS TO: POLICE CHIEF

4. MEASURES OF PERFORMANCE:	
1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner/public engagement.
8	Accurate in duties as assigned.
9	Prepares required reports accurately and timely.
10	Strives to develop and maintain skills necessary to progress in the Police Department Secretary position. Seeks opportunities to grow and develop in position.

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee	Date	Supervisor	Date