

Administrative Secretary for Public Safety:

Principal Purpose of Job:

Performs a wide variety of clerical and administrative duties including taking, referring, and handling incoming messages; maintaining manual and computer files; preparing and/or typing reports, records, and correspondence; and doing other projects and duties as assigned.

Level of Authority:

- Performs routine duties with moderate supervision following established procedures and deadlines.
- Has defined latitude to make decisions in non-routine situations requiring judgment.
- Responsibility for judgment, thoroughness, and competence is most important due to potential disruption of Department operations, monetary loss, or adverse public relations.

Work Environment:

- Work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people.
- Occasional need to pick up or deliver items in the community and to other City departments.

Essential Job Functions:

- Act as confidential Secretary to the chief of police. This includes review and distribute incoming mail; type correspondence and reports; and maintain filing system. In the absence of the Administrative Assistant, screen and refer calls and arrange appointments, as directed.
- As directed, prepare justification statements, maintain books, and keep track of budgetary items.
- May collect various monies and convey to the Administrative Assistant to handle for accountability to auditing standards.
- Process billings, purchase orders, time sheets, and training and travel authorizations and vouchers; maintain inventory; order office supplies and citations/corrections forms; monitor postage meter.
- Maintain management filing systems as directed.
- Maintain excellent public relations through communications with public and other departments and agencies. Respond courteously to inquiries, provide information within scope of responsibility, and refer calls as appropriate to other parties.
- Initiate and complete regularly recurring reports and standard form letters. Maintain cumulative records and make periodic audits as necessary.
- Review incoming mail and refer to the appropriate person.
- Work in close cooperation with and handle delegated assignments from the Administrative Assistant.

Additional Job Functions:

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

Qualifications:

Technical

- Must type 60 wpm with accuracy in a setting with many interruptions, and transcribe from a Dictaphone, hand-written drafts, or verbal instructions.
- Must be able to operate a memory typewriter and a personal computer and learn quickly to use the software programs of the department.
- Must have a sound knowledge and ability in business correspondence, and an ability to proofread the

grammar, spelling, and punctuation of self and others with high degree of accuracy.

- Must have broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable fast-paced environment with many interruptions.
- Must be able to quickly acquire knowledge of departmental program structure (mission, goals, and objectives), department policies and procedures, Civil Service rules and regulations, the Guild contract, and applicable City procedures and practices.
- Must be able to do basic accounting and mathematical computations with a high degree of accuracy, for example to balance a ledger.
- Must have a high school diploma or equivalent as indication of basic math and grammar knowledge, and a relatively well-rounded exposure to general education.
- Must have valid Tennessee State driver's license.

Physical Capabilities:

- Ability to sit at work station for extended periods.
- Ability to stand, walk, and drive as needed throughout day.
- Occasional ability to lift, carry, and put away parcels.

Other Capabilities:

- Ability to handle multiple interruptions and adjustments to priorities throughout day.
- Ability to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities, and meet deadlines.
- Ability to perform secretarial work for a variety of people, while organizing priorities and meeting deadlines.
- Ability to maintain a strict confidentiality.

Use of Tools and Equipment:

- Standard office equipment including personal computer, memory typewriter, multi-line phone system, fax machine, copier, 10-key calculator, and Dictaphone.

Other:

- As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.
- The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.
- Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.
- Pass a drug screen