

**Evansville Police Department  
Police Part Time Secretary Job Description**

**General Statement of Duties:**

Under the general supervision of Chief of Police, this position is responsible for executing a wide variety of clerical duties and public contact work for the Evansville Police Department. This position provides clerical support to the Chief of Police and police personnel. This position performs extensive clerical and keyboarding tasks, computer related tasks, and provides information to the public.

**Distinguishing Features of the Position**

The Police Secretary performs a variety of keyboarding, accounting, bookkeeping, and clerical tasks and assists in the maintenance of police records. The work is performed under the direction of the Chief of police. This person must:

- Possess the ability to maintain confidentiality of confidential information.
- Maintain confidentiality of official City/Police business and confidential records and files.
- Disclose confidential information only by direction of the Chief of Police or the Chief's superiors or designees.
- Maintain loyalty, confidence, and trust of superiors.

**Examples of Work (illustrative only):**

**Clerical Support:**

- Transcribes police reports, case cards, and/or any other correspondence from cassette tapes.
- Transcribes dictation for material described herein on personal computer or word processor.
- Transcribes shorthand notes. Interprets, analyzes, organizes, and prioritizes work effectively and efficiently.
- Types lists, labels, memorandums, correspondence, news releases, police reports, transcriptions, forms, department brochures and manuals, grants, annual budget requests, charts, graphs, tables, administrative and department policies, meeting agendas and minutes, resolutions, ordinances, invoices, manuscripts, department studies, research papers, monthly reports, annual reports, notices, etc.

- Edits, checks, proofreads, sorts, assembles, copies, files, processes & forwards any documents as required or directed. This includes timely referrals via US Mail & Fax to other agencies (District Attorney, Public Defender, Human Services, State of Wisconsin, Review Examiner, City Attorney, Probation & Parole, Insurance Companies, Attorneys, Evansville Police Department files, etc.)
- Enters police information and data into the Spillman Records System as directed.
- Establishes and maintains comprehensive and organized filing record system related to: police records, reports, case log, citations, tickets, parking tickets, dogs, bicycles, sex offenders, probation registrations, towed vehicles, etc.
- Files reports, records, forms and similar material as mentioned herein according by case number, subject order, alphabetically, numerically, or according to other predetermined classification.
- Maintains accurate records and files for easy accessibility for department members.
- Retrieves data/information from computer system as requested.
- Re-boot and backup on computer system when emergency arises.

### **Communication:**

- Receives visitors in kind, courteous, and professional manner.
- Answers all incoming calls, administrative & otherwise. Documents all calls by written messages, and relays messages, referrals, etc. of calls to appropriate persons in timely manner.
- Communicates as necessary with officers with all available means in timely manner.
- Monitors officers' activity on Rock County Channels.
- Provides department information in accordance with established policy & procedures.

### **Miscellaneous:**

- Prepares written replies to correspondence without dictation in accordance with established procedures; responds to inquiries which do not require the supervisor's attention.

- Prepares or assists in the preparation of reports including but not limited to: department, committee, county, regional, state or federally required reports.
- Collects and records data of department personnel and activities as prescribed by Chief of police.
- Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested by Chief of Police.
- Receives, sorts and promptly distributes department incoming and outgoing mail, messages, etc.
- Maintains inventories and orders office supplies and materials. Maintains file of receipts, warranties, instructions, and associated or supporting documentation.
- Accepts monies and payments, issues receipts, etc., per department policy.
- Assist in the preparation of records requests.
- Assists court officer upon request including subpoena preparation, contact witnesses, victims, etc. Notifies officers and witnesses of any scheduled and cancelled subpoenas, court dates, hearings, etc.
- Ability to train incoming office/clerical employees.
- Other office related/clerical duties as required or assigned by Chief of Police or his/her designee.

**Job standards (acceptable experience, training and education):**

- Ability to accurately type a minimum of 75 wpm preferred; 60 wpm required with accuracy measured by a net score on a standard typing test.
- Minimum of two years of office and secretarial experience required.
- High school diploma or equivalent required.
- Thorough knowledge and understanding of department policies, procedures, and practices required.
- Ability to provide/disseminate department information in accordance with established policies, practices, & procedures.
- Knowledge of business English, spelling, grammar, and punctuation required.
- Ability to compile and summarize financial data required.

- Word processing experience required (prefer Microsoft “Word,” & Microsoft “Excel.”)
- Ability to efficiently operate various office equipment, including computer terminal and printer, Dictaphone, photocopy machine, MDT, Laptop, and calculator.
- Ability to effectively and efficiently schedule and organize work.
- Strong ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Ability to establish and maintain effective working relationships with City elected, hired, and/or appointed officials, city staff, department heads/department supervisors, professionals, co-workers, city council and committee members, outside governmental agencies, business representatives, vendors and general public.
- Ability to effectively communicate in verbal and written form.
- Ability to properly screen, record, and refer visitors and incoming telephone calls.
- Ability to efficiently compile, assemble, and distribute packets of information.
- Ability to conduct and compile research and special project information.

**Tools and equipment used:**

Personal computer, word processing and spreadsheet software, law enforcement software including TRACS, LRMS, Spillman, etc., telephone, 10-12 key calculator, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position. While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderately noisy. Hours of work: Generally 2p-6p or 3p-7p, Mon - Fri. Additional hours may be required in the absence of the full time police secretary and/or when circumstances require.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Part Time Police Secretary does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

This document is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Updated 2-15-17 SMC

Reviewed 02/27/17: 03/09/17 W/IR

Approved 03/08/2017 by Public Safety Com.

Approved 03/09/2017 by Finance Com.