



City of Live Oak

Police Secretary Job Description

POSITION TITLE	Police Secretary
FUNCTIONAL AREA	Police Department
PAY RANGE	Minimum: \$29,480.52
	Maximum: \$
CLASSIFICATION	Full-Time; Non-Exempt
APPROVED/UPDATED	

General Summary

The Police Secretary will answer the telephone and direct inquiries to the proper person or division. They will also provide information and service to persons entering the Police Department. Assist the departments Victims Advocate with general secretarial duties. They will file and maintain custody of all records according to established procedures, and will work with the Chief of Police as a **confidential secretary** in all areas of departmental duties to include handling correspondence, updating activities calendar and related requirements.

Supervision Received and Exercised

The Police Secretary works under the supervision of the Police Chief or Director's designee and exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Answers a multiline phone system incoming calls to the department.
- Assists citizens with notary documentation, copies of incident and crash reports, inquiries and processes relating to the Police Department.
- Assist records supervisor during her absence to submit reports to the State Attorney's Office and Clerk of Court Office and also with processing invoices.
- Preparing documentation for officer detail assignments, invoices and records for local businesses, including recording and disbursing checks.
- Entering information into various computer systems including officer daily activity reports, monthly officer stat reports, and officer monthly activity report for City Hall.
- Sort and distribute incoming mail. Assist with mailing of certified mail forms and correspondences.

- Gathering, organizing packets, scheduling and copying pertinent information for new hire of officer interviews.
- Creating and organizing personnel records including payroll time sheets, medical, physical, background, finger printing, and psychological testing, training records commendations and disciplinary files.
- Assisting Chief and/or Captain with recordkeeping of sensitive internal investigative files and transcribe interviews on suspects in Capitol felony cases.
- Interoffice investigations and citizen investigations dictation, including assisting with the conversion document program.
- Prepare packets for Officer swear-in and formal family swear-in ceremony.
- Organizing and maintaining a variety of department files and records, such as time sheets, daily activity reports, department correspondence, and other necessary information
- Preparation of the annual Third Circuit Mutual Aid Agreements and member dues. Mail to each Third Circuit agency member for original signatures. Prepare for each member final executed and approved agreement.
- Preparation of the annual VOCA Grant for review and approval, including monthly and quarterly reports and audits.
- Preparation of the annual "SHOP WITH A COP" Wal-Mart Grant
- Assist Chief with all ATMS and FDLE entries, including all officer certifications, recertification, entry of new hire officers and officer separation data. Notarizing all required FDLE forms for new hires, contact FDLE to review, sign and issue certifications, input employment into ATMS (FDLE).
- Assist with any agency events such as LOPD employee and family Thanksgiving and Christmas dinners.
- Any other necessary duties as assigned by the Chief of Police, Captain, Lieutenant, Sergeants, and/or Officers.

Minimum Qualifications

Education and Experience

- High school diploma or general education degree (GED) required.
- Two years previous experience in secretarial or related work; or any equivalent combination or relevant training and experience.
- Customer Service training preferred.
- Current Florida Driver License.

Other Required Competencies

- Must be able to communicate effectively both orally and in writing in English.
- Experience in telephone, typing, filing and clerical duties.
- Must have a working knowledge of filing systems and office procedures.
- Must have knowledge to properly maintain records according to established procedures and maintain confidentiality of police related information.
- Ability to establish and maintain effective and professional working relationships with the general public and co-workers.
- All employees must reside within 60 miles of the City of Live Oak.

Working Conditions and Physical Factors

- Work is primarily performed indoors in an office environment.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the public through the use of the telephone, e-mail and personal contact.
- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to telephone, desk-top computer, word processor, calculator, copier, scanner and facsimile machine, etc.
- Requires intermittent sitting, standing, walking, bending, crouching and repetitive motion; occasional lifting of light objects.

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.

APPROVALS

Human Resources	_____	Date	_____
Department Head	_____	Date	_____
City Manager	_____	Date	_____