

## Job Title: Executive Secretary – Police Department

Supervisor: Chief of Police



### *Responsibility and Accountability*

<b>Functional responsibilities</b>	<b>Method of accountability</b>
Assist the Police Chief in his responsibilities to provide public safety and law enforcement services to the City.	Supervisor and community feedback
Production, organization and processing of various legal paperwork, documents, and discovery	Supervisor feedback
Interaction with the Police Department, the Fallon Municipal Court, and other law enforcement agencies and Courts	Supervisor feedback
Assist the City Prosecutor in his/her various responsibilities	Supervisor and community feedback
Assist the Mayor in his responsibilities as the City's Chief Executive Officer.	Supervisor and community feedback

<b>Most important frequently occurring tasks</b>	<b>Time consumed by this task*</b>	<b>Purpose and desired outcome of the task</b>	<b>Frequency (Daily, Weekly, Monthly)</b>
Assist Chief with handling all phone calls, prepare correspondence, receive, and distribute mail.	20%	Customer service to citizens, positive public image for Police Chief, Police Department and City, save Chief's time by doing front end work.	Daily
Maintain confidential department records including personnel files and training.	20%	Maintain confidentiality, accuracy, and timeliness of records.	Daily
Assist Chief in preparation and administration of department budget, includes posting to a budget tracking system for Police Department and task force.	20%	Monitor and analyze budget expenditures. Advise Chief on expenditure trends and concerns, which assist in forecasting public safety needs and the most effective use of available resources. Compliance with state and City regulations, stay within budget parameters.	Daily

Prepare monthly crime statistics, customer service and financial reports for police department and accumulate statistics	5%	Information and communication to Mayor, Council Public, and employees, to assess public safety and customer service trends.	Daily
Purchasing supplies for the department. Track per diem, administer police educational efforts and make travel arrangements for Department	5%	Logistical support for travel and training	Weekly
Interaction, coordination, and correspondence with the Fallon Police Department, Fallon Municipal Court, and other law enforcement agencies and Courts	10%	Maintain positive relationships and dialogue with various agencies and people	Daily
Assist the City Prosecutor with scheduling, handling and prioritizing phone calls, draft and revise correspondence, produce, organize, process and maintain various legal paperwork, documents and discovery, draft Municipal Court documents, prepare and maintain Municipal Court prosecution files, receive and distribute mail, and receive and maintain confidential City records, police reports, Court documents, and records of criminal history.	10%	Positive customer service to citizens, positive public image for the City, making most efficient use of the Legal and Administrative Director's time through prioritization and scheduling, and maintaining confidentiality	Daily
Plan, coordinate, attend, and assist at City special events and ceremonies	6%	Positive experience for event and ceremony attendees	
Other duties as assigned by the Chief.	2%		
Other duties as assigned by the Mayor.	2%		
Total	100.00%		

**\*Percentage of time consumed by tasks are estimates of time and a generalization of expected regular recurring tasks and are not all inclusive of the duties that will be assigned or performed.**

***Knowledge, Experience, Education and Certification***

Knowledge: Organization, filing, customer service, phone courtesy, administrative procedures, efficient in computers and computer software, Court procedures

Experience: Three to five years administrative secretarial experience, preferably in a legal setting.

Education: High School Diploma or Equivalent

Certification: Notary

**Or**

**Any equivalent combination of education and experience**

Physical demands: Occasional light lifting, walking, some bending, stooping, squatting