



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Police Secretary	Position Control No: XX-XX-XX-XX
Classification-Series: Secretary I	FLSA Status: Non-Exempt, Regular PT 20 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: DPA - 13
Organizational Unit: Police Department	Primary Job Location: Police Department, 46 Locust St.

JOB SUMMARY: Performs highly responsible secretarial work, develop office procedures, and answer routine and varied inquiries. Individuals assigned to the position of secretary are required to operate with some independence, to exercise judgment and tact in answering inquiries and to make decisions regarding the correct course of action within the scope of their assignment.

ACCOUNTABILITY: Works under the direction and supervision of an administrative superior or department head. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: None.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; dictation & transcribing equipment; video and audio equipment; copy, microfiche and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Receive telephone calls and visitors to department. Screen for nature of business and refer to administrative superior or properly direct inquiry, to include initiating calls for police service. Answer routine and varied inquiries based on knowledge of department operations relative to arrest, offense, incident and accident reports; licensing procedures, etc.
2. Type a variety of correspondence, memoranda, forms and reports from written text or dictation recording equipment; type material in final form assuring spelling, grammar and punctuation are correct. Review reports submitted by police officers to ensure format, content, and accompanying paperwork complies with reporting requirements.
3. Utilize the department's numerical filing system for call for service records, reports and identification files, and the archiving of the same. Utilize associated reference files for fingerprint cards, booking photos, licenses, administrative files for memoranda, licensing, etc.
4. Process gun permits, taxi driver and owner licenses, dance licenses, and criminal background checks.
5. Perform routine operational maintenance of office equipment such as typewriters, copy machines, and cash registers.

- 6. Assist in compiling statistics for departmental and state reports, UCR reports, cash-out reports, drug intelligence reports etc. Perform quality control function and assist in the distribution of these reports. May be assigned to perform other specialized duties.
- 7. Utilize the court management program, ticket program and other specialized computer programs or applications as required to support specific offices, bureaus or programs within the department.
- 8. May be assigned to provide instruction to other employees in Bureau operations.
- 9. Prepare confidential court related documents.
- 10. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Frequently required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- A. Considerable knowledge of modern office practices and procedures. Ability to sit for prolonged periods of time. Ability to work in an environment requiring repetitive hand and finger movements, as well as some full body twisting and turning, and lifting up to 25 pounds.
- B. Knowledge of police operations and procedures as they relate to the duties within the assignment. Knowledge of laws and ordinances as they relate to the assignment.
- C. Considerable knowledge of business English, spelling, arithmetic and vocabulary.
- D. Ability/skills to type accurately and rapidly.
- E. Ability to effectively prioritize work assignments, ability to effectively review reports and work of others for completeness.
- F. Knowledge, ability and skills to utilize a computer system and related equipment. Ability to transcribe letters and reports from written or dictated sources.
- G. Ability to effectively communicate orally and in writing and to work in a confidential environment.
- H. Ability to communicate effectively with persons who may display hostile tendencies.
- I. Ability to maintain accurate records and files.
- J. Ability to establish and maintain effective working relationships with co-workers, members of other departments, and the general public.
- K. Ability to utilize telephone equipment.
- L. Ability to function effectively within a business office environment.
- M. Ability to multitask.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent supplemented by specialized training in secretarial skills and two-years' experience in secretarial work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input checked="" type="checkbox"/> 1. None	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established:
Job Description Developed: 04/11/1987
Revised: 08/21/13