



## WHITE LAKE TOWNSHIP POLICE DEPARTMENT

## JOB DESCRIPTION SECRETARY

**Non Exempt  
Updated: January, 2019**

**DEPARTMENT: White Lake Twp. Police Dept.**

**REPORTS TO: Det. Lieutenant**

### **GENERAL STATEMENT OF DUTIES**

Under the supervision of the Detective Lieutenant of the White Lake Twp. Police Department operating within the Records Division, a Police Secretary is to provide excellent customer service to all individuals, while maintaining sensitive departmental records. Secretaries will provide support to Patrol, Investigation and Administrative Divisions. A Police Secretary is required to perform the following duties:

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

An employee in this classification may be required to perform the following: (These examples do not include all of the tasks with which an employee may be expected to perform. They are not to be limited to or intended to be an exhaustive list of all job duties and responsibilities to be performed by an employee within this classification.)

- Answering telephone calls in a professional manner is expected. Answers and directs incoming telephone calls; Provides citizen assistance by fielding questions, concerns, and complaints from the general public.
- Issuing gun permits and registering with the county/state.
- A Secretary is responsible for performing clerical duties, processing reports, and maintaining department files and records including FOIA and LEIN information.
- Maintains the intelligence information system.
- Transcribes narrative reports for Police Officers and Police Detectives.
- Performs word processing, data entry duties, general clerical duties including typing, filing, and photocopying; Prepares, types, and distributes correspondence, memos, and reports.
- Researches court and department records; Enters and updates cases and arrest information into the computer system.
- Maintains inventory of division equipment and supplies.
- Maintains and updates department files, records, and reports.
- Compiles background information on suspects and background investigations.
- Provides secretarial support for Community Policing Services.
- Maintains records of bond receipts and income related to fees.
- Maintains tracking of lab reports.

- Maintains confidentiality of extremely sensitive and restricted information.
- Performs any additional duties and responsibilities that may be periodically determined by the Detective Lieutenant and/or the Office of the Chief of Police.

### **Minimum qualifications:**

- Education: A high school diploma or GED equivalent, and a technical degree or some college credit in Business or a related field is required.
- Experience: Two years of secretarial experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment and successfully complete a one year probationary period.
- License/Certifications: Must have valid driver's license and good driving record with no prior Felony or High Misdemeanor convictions restricting use of LEIN.

### **KNOWLEDGE/SKILLS**

- Strong oral, written and interpersonal communication skills.
- Proficient in Excel, and MS Word and Outlook.
- Demonstrated organizational skills and the ability to prioritize multiple tasks.

### **WORKING CONDITIONS AND 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 essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, and crouch.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.