

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SECRETARY TO THE POLICE CHIEF

TITLE #: 1559

DISTINGUISHING FEATURES OF THE CLASS: The incumbent works directly with Police Chief on highly sensitive, confidential matters which involves responsibility for the performance of varied secretarial functions. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. The work may involve the leading and directing of other staff. The incumbent is required to exercise initiative and confidentiality in the performance of assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains sensitive files concerning criminal and juvenile investigations and confidential undercover operations;

Inputs and retrieves data such as incidents, arrests, motor vehicle accidents, tickets and ticket disposition into computer;

Assists Police Chief in researching and compiling the Department's annual budget;

Schedules appointments, prepares reports and correspondence, files, answers telephones and provides general information and referrals;

Prepares payrolls and maintain payroll records, time cards and attendance records;

Processes vouchers, prepares deposits and maintains record of accounts;

Processes fingerprint cards, arrest photos, researches active warrants and receives Orders of Protection;

Maintains MUG book of arrests and prepares arrest information and tickets for Court Clerks and District Attorney;

Handles and distributes incoming mail, picks up and drops off mail at post office;

Schedules training courses, makes reservations and maintains calendar for training room;

Orders supplies for the Department;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Operates standard office equipment such as calculators, fax, photocopiers, metered mail machines, or computer terminals and printers;

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May process background checks on prospective employees;

May prepare work schedules for Officers and issue pagers;

May be responsible for petty cash account and deductions for P.B.A. dues;

May serve as Police Matron when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of English and business math; good knowledge of modern office management practices, procedures and equipment; ability to readily acquire familiarity with the law, regulations, policies, practices, functions, and the personnel of a police department; computer skill in using applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to demonstrate keyboard proficiency; ability to make decisions in accordance with established policies and regulations; ability to understand and follow complex oral and written directions; ability to prepare reports; ability to present written and oral comments and opinions clearly and concisely; ability to lead and direct the work of others; thoroughness and dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 01/12/23 LD