

<b>Job title</b>	<i>Police Secretary</i>	<b>Grade Number</b>	8
<b>Reports to</b>	<i>Chief of Police, or Designee</i>	<b>FLSA Classification</b>	<i>Non-Exempt</i>
<b>Department</b>	<i>Police</i>	<b>Effective Date</b>	4/13/2022

### Job purpose

Performs a variety of routine to complex secretarial, technical, and clerical duties designed to expedite the process of reports, records, civil and criminal citations; coordinates the duties of crossing guards; requires confidentiality and good judgement.

### Duties and responsibilities

Maintains accurate, comprehensive, and up-to-date offence, citation, and criminal index history files; records and processes information related to traffic and offence reports; maintains both computerized and hard copy filing system for all offense reports, traffic reports, incident reports, citations, civil notices, correspondence, and other administrative work.

Assists in tracking case dispositions for case tracking and property control; assists in the distribution of crime reports, traffic reports, citations, and other reports/correspondence to the appropriate agencies; assist officers in obtaining documentation for investigative or court purposes; assist the ordinance compliance officer with record keeping of correspondence, civil notices, animal trap rental program, and other administrative functions. Maintains and track civil citation records and refers unpaid citations to court.

Performs a wide range of administrative and secretarial duties such as completing payroll records, maintaining training records, tracking and filing all correspondence, maintaining purchase order request, filing system for "forms originals," answers and/or refers Department mail requests; types and distributes correspondence, files reports, memorandums and other material for the Police Chief, supervisors, officers, and ordinance compliance officer, assists in printing forms; inventory of office supplies, citations and other reports; administers in/out going U.S. Mail, reports, correspondence and packages; prepares purchase orders, claims, and requisitions for approval.

Receives and directs incoming telephone calls and walk-in public by either routing them to the appropriate location, providing the needed information or taking and delivering messages, etc.; operates the computer system to access a variety of records, files, correspondence, reports, etc.; operates the phone system to receive and route calls.

Enters, modifies, removes, and validates information regarding stolen property and individuals that are listed N.C.I.C. and follows up on the information as needed; accesses the State Computer System for vehicle, driver license, warrant, protective order, and criminal history information. Performs right of access checks and maintains required paperwork.

Schedules and trains with each crossing guard as it relates to the locations they are assigned; assists the DARE officers in obtaining needed supplies and other administrative tasks; coordinates travel fund requests and makes reservations as needed.

Registers all required sex offenders (SONAR) and child abuse offenders (CAOR) required by State statute who reside in Price City limits. Notify officers of noncompliant offenders. Reviews, completes, and/or refers all GRAMA requests. Reviews reports annually per the State Archives Retention Schedule to archive or destroy old files.

Functions as the Department Terminal Agency Coordinator (TAC) acting as a liaison between the Bureau of Criminal Information (BCI) and all department users/non-users. Trains and updates all department UCJIS users and maintains all documentation. Reviews department usage of UCJIS to make sure the department is in compliance for the BCI/FBI/IT audits that are performed at least tri-annually. Completes all audit information requested.

Generates and submits monthly NIBRS and LEOKA reports to BCI.

Acts as the official Government Records Management Act (GRAMA) contact and provider for the Police Department.

## **Qualifications**

Education and Experience:

- A. Graduation from high school with course work in office practices and procedures, plus at least six months of specialized training provided through in-service programs or professional workshops;
- AND
- B. Four (4) years of experience in secretarial or clerical work related to above duties;
- OR
- C. An equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Working knowledge of proper grammar, spelling, and punctuation; knowledge of standard office practices and procedures related to records filing and office maintenance; knowledge of the operation of a variety of standard office machines such as, personal computer, and copy machine, etc.; knowledge of the stress associated with the law enforcement environment; ability to keep personnel and criminal investigations confidential. Ability to communicate effectively, verbally and in writing; ability to exercise initiative, independent judgement and to act resourcefully under varying conditions; ability to work under pressure and stress; ability to work in an environment that is constant change; ability to follow routine verbal or written instructions; ability to establish and maintain effective working relationships with supervisors, fellow employees, employees of other agencies, and the public; ability to establish and maintain comprehensive records and files.

## **Special qualifications**

- Must be able to type at the rate of 65 wpm.
- Computerized word processing is required.
- Must pass a qualifying background investigation
- Must have a valid Utah driver's license.
- Must be 21 years old or older.
- Must be bondable.
- Proficient in Microsoft and Excel
- Must pass and maintain annual SONAR and CAOR Certification.
- Must maintain and pass annual UCJIS testing.
- Must pass and maintain annual Records Officer Certification through the Utah State Archives

## **Physical requirements and demands**

- While performing the duties of this job, the employee typically works in a business office setting and is required to remain in a stationary position for periods. The employee must also move about various terrain and be capable of moving objects weighing up to 25 pounds.
- The employee must be able to inspect written documents and exchange information verbally.

- The employee is required to activate controls, and operate office productivity machinery such as computer, calculator, copy machine, and printer.
- Travel to off-site meetings is required as requested. This includes travel to other City facilities where remote cash receipting is performed.
- Must be able to manage stressful situations.

### **Supervision exercised**

Under the direction and supervision of the Police Chief or designee, provides oversight and training to crossing guards as needed to coordinate crossing guard assignments and payroll needs.

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.*