

DEPARTMENT: TOWN OF NIAGARA
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 8, 2003

CONFIDENTIAL SECRETARY - POLICE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent acts as the representative of the Police Chief and Police Commissioner in relaying instructions to departmental or agency employees; serves as personal secretary to the Police Chief and Police Commissioner; handles his/her correspondence; maintains confidential files and records; schedules appointments; and prepares required documents and reports. The incumbent works under the general direction of the Police Chief and Police Commissioner who assigns and directs work. This position requires a very high degree of confidentiality between the incumbent and police personnel due to the sensitive nature of information and activities. The frequent exercise of independent judgment is required. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides a communications link between complainants, suspects and/or victims to police officer by relaying messages and serves as a receptionist for the department taking messages, arranging appointments and referring callers;
2. Receives complaints from civilians and assigns an officer to assist the civilian;
3. Dispatches police department personnel;
4. Answers office telephone calls as well as those on the Police Chief's private line;
5. Schedules appointments for officers, the Police Chief and Police Commissioner and maintains calendars;
6. Compiles and maintains records to be distributed on confidential and/or general matters to various departments and agencies as required;
7. Collects and accounts for fines and fees and makes appropriate deposits and disbursements;
8. Receives and signs for documents and packages for the police department and court;
9. Coordinates orders for FBI print cards, NYS Print Cards, UTT's, arrest reports, incident reports and other office supplies required to run the office efficiently;
10. Prepares various confidential reports and documents and distributes to various federal, state and appropriate agencies;
11. Maintains file records of accidents, incidents, arrests, alarms and domestic violence reports;
12. Maintains and records the sealing of arrest reports;
13. Processes confidential records and investigations;
14. Utilizes a sophisticated computerized database system for the purpose of maintaining arrest reports, arrest warrants, bench warrants and the sealing of records;
15. Categorizes confidential information between the police department and court system;
16. Provides courts with a documented list of arrested individuals that require fingerprints and provides courts with any additional required information;
17. Reviews officer's reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of organization and functions of the office; good knowledge of legal terminology; skill in maintaining personnel and activity control records and in preparing reports; ability to plan and coordinate work of others; ability to understand and follow complex verbal and written instructions; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; physical condition commensurate with the demands of the position.

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

- AND:** 1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level;
- OR:** 2. Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level.