



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Administrative Secretary-Detective/Patrol Division

DEPARTMENT: Police Department

REPORTS TO: Police Chief and/or assigned Lieutenant

SUPERVISES: N/A

**Secretary-Detective/Patrol Division:** Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

**POSITION SUMMARY:** The Administrative Secretary is responsible for performing clerical duties, processing reports, and maintaining department files and records. Answering incoming telephone calls and aiding the public regarding departmental policies and procedures. This position requires daily contact with City Employees, outside agencies, and the general public. This position is a safety sensitive position and subject to random drug testing.

**PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:**

The Administrative Secretary-Detective/Patrol Division must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Answers and directs incoming telephone calls; Provides citizen assistance by fielding questions, concerns, and complaints from the general public; 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
- Operate a variety of office equipment including copier, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
- Prepare felony, DWI and Domestic violence case files for the District attorney's office, including but not limited to Audio, Video and Photographic evidence to be placed into case files.
- Categorize photographic evidence to correspond with the appropriate case file(s). Receive and disseminate subpoenas for the department and maintain the court calendar.
- Maintain strict confidentiality of extremely sensitive and restricted information and comply with privacy laws and regulations.
- Responds directly to inquiries, requests, comments, and correspondence when appropriate.
- Reviews and summarizes miscellaneous reports and documents; researches and compiles background information; prepares presentations and memos when needed.
- Performs purchasing duties, in accordance with City Policies and Procedures, **and assist with the budget.**
- Maintains strict confidentiality of privileged communications and information and complies with privacy laws and regulations
- Assists with maintaining confidential records, reports **and IPRA's. (Inspect Public Records Request)**
- Promotes and assists with positive relations with City staff, and the general public.
- **Tracks case dispositions for disposal and release of evidence and property.**
- **Processes all requests for police reports or records and reviews all documents for validity, accuracy and completeness.**
- **Scans and indexes records into electronic document management systems and assist with records filing, retention, and destruction.**

- **Reviews submitted police officer reports for validity, accuracy and completeness and consults with officers, detectives, and supervisor staff. Redactions are based upon Federal Freedom of Information Act and state/local laws and guidelines pertaining to the security of personal and/or law-enforcement sensitive information.**
- **Will perform repetitive viewing of body worn camera videos involving nudity, dismemberment, deaths, abuse, and trauma. Individuals in this position are exposed to negative auditory and visual stimuli on a regular basis.**
- **Participates in training. Must attend all mandatory training required by the Police Department and the City.**
- Performs other duties as assigned.

The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other related duties and special projects as assigned.

#### **MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School diploma, GED or equivalent required;
- Must have oral and written communication skills in the English Language.
- Minimum of three (3) years' experience in clerical work, involving public contact or communications, required.
- Must be able to type at least 45 WPM; Prior clerical experience working in a police or other criminal justice agency is desired.
- Prior clerical experience work related to public administration, office management, and or personnel management, preferred, working in a police or other criminal justice agency highly desired.
- Must possess or be able to acquire a New Mexico Driver's License and have and maintain a good driving record.
- Must pass a pre-employment drug test and extensive background check.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of office practices and procedures, filing and use of office equipment.
- Knowledge of proper handling and storage of potentially hazardous evidence such as blood, firearms and other weapons, ammunition, gasoline, acids and controlled substances.
- Knowledge of the rules governing the processing, release and destruction of evidence and of the basic function of law enforcement is required.
- Considerable knowledge of the principles and practices of administrative and financial support procedures, including employee record keeping, account keeping, purchasing, filing, correspondence and reporting.
- Considerable knowledge of correct business practices, correspondence and typing formats, including English grammar, composition, spelling and punctuation.
- Working knowledge of the use of computer systems and software in a business environment.
- Ability to organize and plan strict record keeping and filing systems for the work area.
- Ability to locate and compile information data or facts from designated sources.
- Ability to compare data for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.
- Ability to establish and maintain cooperative relationships with those contacted in the course of the work.
- Ability to work independently and prioritize workload.
- Ability to communicate clearly and concisely.
- Ability to balance cash and maintain cash balances.
- Requires skill in typing and timeclock/data entry.
- Ability to meet deadlines.
- Ability to keep confidential matters confidential.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City/Police ethics and conflicts of interest policies. A Strong understanding of ethical behavior is required.
- Skilled in preparing a variety of reports, logs, records, and files related to assigned activities.
- Skilled in maintaining complex records for record keeping correspondence, reports, and documents.
- Skilled in giving full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
- Skilled in planning and organizing work and meeting schedules and time lines.
- Working use of skills to actively look for ways to help people.
- Skills in basic clerical functions, including typing and work processing.
- Skilled in efficient communication and teamwork.
- Skills in coordination, planning, scheduling, organizing, prioritizing, and monitoring work activities.
- Skilled in detail orientation, organization, and ability to locate and assemble a wide variety of data and information.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

PHYSICAL DEMANDS: The physical demands described here are a 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 sit, use hands and finger dexterity to operate office equipment, including telephones, printers, photocopiers, scanners and computer equipment. Employee must be able to, reach with hands and arms, and talk and hear in order to communicate orally via telephone, and in-person. The employee is frequently required to change positions, walk, and may be required to stand for extended amounts of time. This position requires the employee to occasionally lift and/or move object weighing up to 50 or more pounds, such as boxes and stacks of records. Employee may be required to perform vehicular travel between other City or State buildings. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves the everyday discomforts typical to office work, with occasional exposure to outside elements. When working at the City offices, the environment may vary dependent on the schedule of events. Incumbent may occasionally be required to work extended business hours and weekends, including City events, emergency situations, and availability to attend evening meetings.

Job requires being open to change (positive and negative) and to considerable variety in the workplace  
Job requires a willingness to lead, take charge, and offer educated opinions, direction, and guidance.  
Job requires a willingness to take on responsibilities and challenges.

**EXAMPLES OF WORK EQUIPMENT:** Computers, typewriters, copy machines, fax machines, printers, scanners, calculators, telephones, mail processing equipment, analog/digital audio, audio/video and photographic software and hardware duplication equipment, transcription machines, and automobiles, etc.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department. The employee may be required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to perform multiple tasks simultaneously, and to work closely with others as part of a team. The employee is highly visible and will interact with the public on a regular basis; and must be able to provide exemplary customer service in this position.

The noise level in the work environment is usually minimal but may be moderate during special events/programs.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:**

*the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*Date*

**EMPLOYEE'S SIGNATURE:**

*the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*