

TITLE: ADMINISTRATIVE SECRETARY
DEPARTMENT: POLICE
REPORTS TO: SUPPORT LIEUTENANT
STATUS: **NON-EXEMPT** **EXEMPT**
JOB TYPE: **FULL-TIME** **PART-TIME** **SEASONAL** **OTHER:**

SUMMARY:

This position works under the direct supervision of the Support Lieutenant and general supervision of the Deputy Chief and Police Chief. The administrative secretary will prepare, complete and submit various reports and assist Community Affairs, Records Bureau and the Property Room. This position is unionized and is subject to the current Collective Bargaining agreement.

ESSENTIAL FUNCTIONS:

NOTE: Regular and consistent attendance is an essential function of this position

- Prepares month end and year end reports
- Completes and submits statistical reports as required to the State of Ohio
- Maintains receipt of, and delivers, subpoenas
- Assist Community Affairs with administrative tasks
- Arranges and maintains logs of personnel outside training (registrations, accommodations, training packets)

OTHER FUNCTIONS:

- Assists in the Record Bureau and Property Room
- Assists other departmental personnel as needed
- Performs other duties as assigned by the Support Lieutenant

EDUCATION/EXPERIENCE:

MINIMUM

- High School diploma or equivalent

NECESSARY KNOWLEDGE/SKILL/ABILITY:

- Knowledge of office procedures and practices and skills in applying them
- Proficient in Microsoft Office Suite
- Attention to detail, time management and follow-through
- Work independently and under deadlines, take direction, and maintain confidentiality
- Skills in the operation of a personal computer, calculator, copier, and other standard office equipment
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, community leaders, law enforcement officials, and other Township employees
- Ability to understand and follow complex oral and written instructions with little direction
- Ability to assemble data and prepare accurate records and reports
- Ability to effectively communicate and present ideas and concepts orally and in writing
- Ability to work effectively under stress, emergencies, and changes in work priorities

SUPERVISION RECEIVED/EXERCISED:

Work is performed under the direct supervision of the Support Lieutenant. Must be a self-starter and work independently or with others.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The noise level of the work area is usually quiet. Work is generally performed indoors in a temperature-controlled environment.

- Occasional lifting, pulling, pushing or carrying up to 25 pounds
- Handle, reach with hands and arms and ergonomics
- Bending, reaching, stooping
- Typical office setting with long periods of sitting and working at desk/computer

TOOLS & EQUIPMENT USED:

- Computer, telephone, printer and other applicable office equipment

SPECIAL REQUIREMENTS:

APPROVED BY:



DATE: 2/7/2025

EMPLOYEE SIGNATURE: _____

DATE: _____

DISCLAIMER: The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employee and the employer and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.