



Evansville Police Department

POLICE AND COMMUNITY DEVELOPMENT SECRETARY

POSITION DESCRIPTION

General Statement of Duties:

Under the general supervision of the Chief of Police, this part-time position is responsible for executing a wide variety of clerical duties and public contact work for both the Evansville Police Department and Community Development Department. This position is shared between the Evansville Police Department and Community Development Department and provides clerical support to the Chief of Police, police personnel and the Community Development Director. This position performs extensive clerical and keyboarding tasks, computer related tasks, and provides information to the public.

Distinguishing Features of the Position

Must have the ability to conduct and compile research and special project information. Many of the tasks and duties require the position holder to effectively and efficiently schedule and organize their work. Strong ability to perform duties with considerable independent judgment and initiative under limited supervision.

General Duties for Police Department (average 12.5 hours per week):

- Performs a variety of keyboarding, accounting, bookkeeping, and clerical tasks and assists in the maintenance of police records.
- Possess the ability to maintain confidential information.
- Maintains the confidence and trust of superiors.
- Exemplary communication and customer service skills, ability to diligently and patiently follow up with members of the public.
- Transcribe reports from notes, audio and other forms of communication from officers and supervisors.
- Assembles, proof reads, files and cause to be delivered any news release, report, transcript, form, and other important documents under the direction of the Police Chief.
- Enters police information and data into the Spillman Records System and other record management systems as directed.
- Maintains comprehensive and organized filing record system related to: police records, reports, case log, citations, tickets, parking tickets, dogs, bicycles, sex offenders, probation registrations, towed vehicles, etc.

General Duties for Community Development (average 12.5 hours per week):

- Receive incoming Community Development Department permits and applications including: Historic Preservation Certificate of Appropriateness, Sign Permit, Land Division, Conditional Use Permit, Site Plan, Building Permit (Decks, fences, room additions, pools, etc).
- Perform completeness check of applications to assure inclusion of required information, exhibits, basic plans, fees, etc.
- Communicate in a thoughtful and professional manner with applicants.

- Input new application data into spreadsheets, onto file folders and construct digital folders with templated information.
- Distribute approved permits to applicants, contractors and city staff. Archive all information to City requirements.
- File permits and digitize information as directed by Building Inspector or Community Development Director.

Communication:

- Receives visitors in kind, courteous, and professional manner.
- Answers all incoming calls, administrative & otherwise. Documents all calls by written messages, and relays messages, referrals, etc. of calls to appropriate persons in timely manner.
- Monitors officers' activity on Rock County Channels.
- Provides department information in accordance with established policy & procedures.
- Effectively and courteously request and diligently follow up with applicants to assure all applications are complete. Promptly respond to applicant inquiries.
- Ability to effectively communicate in verbal and written form.
- Ability to properly screen, record, and refer visitors and incoming telephone calls.
- Ability to efficiently compile, assemble, and distribute packets of information.

Miscellaneous:

- Prepares written replies to correspondence without dictation in accordance with established procedures; responds to inquiries which do not require the supervisor's attention.
- Prepares or assists in the preparation of reports including but not limited to: department, committee, county, regional, state or federally required reports.
- Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested by Chief of Police.
- Receives, sorts and promptly distributes department incoming and outgoing mail, messages, etc.
- Maintains file of receipts, warranties, instructions, and associated or supporting documentation.
- Accepts monies and payments, issues receipts, etc., per department policy.
- Assist in the preparation of records requests.
- Assists court officer upon request including subpoena preparation, contact witnesses, victims, etc. Notifies officers and witnesses of any scheduled and cancelled subpoenas, court dates, hearings, etc.
- Other duties as required or assigned by Community Development Director, City Administrator, or Chief of Police or their designee.
- Reports data as required to the Prescription Drug Monitoring Program (PDMP).
- Prepares records requests.
- Ability to manage multiple workflows using different department guidelines.

Job Standards (acceptable experience, training and education):

- Ability to accurately type a minimum of 75 wpm preferred; 60 wpm required with accuracy measured by a net score on a standard typing test.
- Minimum of two years of office and secretarial experience required.
- High school diploma or equivalent required.
- Thorough knowledge and understanding of department policies, procedures, and practices required.
- Knowledge of business English, spelling, grammar, and punctuation required.
- Ability to compile and summarize financial data required.
- Word processing experience required (prefer Microsoft “Word,” & Microsoft “Excel.”)
- Ability to efficiently operate various office equipment, including computer terminal and printer, Dictaphone, photocopy machine, MDT, Laptop, and calculator.
- Ability to establish and maintain effective working relationships with City elected, hired, and/or appointed officials, city staff, department heads/department supervisors, professionals, coworkers, city council and committee members, outside governmental agencies, business representatives, vendors and general public.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, law enforcement software including TRACS, LRMS, Spillman, etc., telephone, 10 12 key calculator, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

The physical demands described here are 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 duties and responsibilities of this position. While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. 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 noise level in the work environment may be moderately noisy. Hours of work: Generally 12:00PM to 5:00PM, Mon - Fri. Additional hours may be required in the absence of the full time police secretary and/or when circumstances require.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Secretary of Police and Community Development does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

This document is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Updated 01/03/20 PR and JS(Community Development.) Approved by Finance and Labor Relations Committee 08/01/2023.