



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Department Secretary	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Chief of Police	GRADE/RANK: 9
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs administrative assistance to the department head and other department personnel and general clerical support to other department personnel. Organizes office functions in all areas of clerical support. Provides computer, receptionist, bookkeeping, organization and clerical support to the office and department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Types a variety of documents, technical and statistical reports, data for reports and publications, and other material where a knowledge of formatting and presentation is necessary;
- Answers routine correspondence for supervisor independently;
- Completes, reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations;
- Processes payroll records for employees;
- Maintains files of office records and materials;
- Collects information from a variety of sources and compiles data for special and periodic reports;

- Makes appointments and arranges committee meetings;
- Maintains accounting/bookkeeping records;
- Purchases materials, supplies and equipment according to policies and procedures;
- Takes meeting minutes, types and distributes to appropriate individuals;
- Complies and sends newsletters;
- Greets visitors providing information and assisting with request;
- Interprets departmental and City policies and procedures for employees and the public;
- Processes legal documents and orders;
- Receives applications for service and issues various permits;
- Receives and accounts for cash receipts;
- Enters data and maintains data bases;
- Opens and distributes mail;
- Maintains calendar of appointments and events for department and staff;
- Operates a variety of office machines and computer equipment and;
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of office practices, procedures and equipment, bookkeeping practices and principles and a demonstrated ability to interpret policies and procedures, to follow oral and written instructions, be able to interact with a variety of people and work multiple tasks simultaneously. Must also have a demonstrated ability to work with detail in an accurate matter, deal with information in a confidential manner and possess computer skills including work processing and database management as well as the use of standard office equipment.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Associate degree in business, secretarial science or equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

None

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive

information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for decisions such as determining if the budget allows for purchases, interpreting routine policies and procedures, and disseminating mail and other documentation as appropriate.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Department Secretary will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019