

JOB ANNOUNCEMENT

POST DATES: 1/5/18 - 1/12/18

TITLE: DETECTIVE BUREAU SECRETARY (TEMPORARY)

WORK WEEK: M - F

WORK HOURS: 8:30 am – 4:30 pm

DEPARTMENT: PUBLIC SAFETY

DIVISION: ADMINISTRATIVE

PURPOSE OF CLASS:

Under general supervision, performs responsible secretarial work for the Aberdeen Township Police Detective Bureau. Work requires considerable initiative, independent judgment and discretion in screening calls, visitors and mail, answering and disposing of requests for information and in general public relation activities. Applicants are expected to acquire a relatively detailed knowledge of departmental regulations and policies and must demonstrate an ability to maintain confidentiality regarding investigations. The duration of this position is 2 - 3 months.

PRIMARY JOB DUTIES:

1:	Uses a personal computer and/or typewriter to produce a variety of reports, letters, standard forms, notices and statements, etc.
2:	Composes and writes letters.
3:	Acts as a receptionist, giving information as needed.
4:	Prepares investigative files for submission to the prosecutor's office.
5:	Processes firearms applications and plays a supportive role in the investigation.
6:	Receives and screens telephone calls, provides routine information or direct calls to the appropriate party.
7:	Schedules appointments when applicable.
8:	Prepares and reviews various documents for accuracy and completeness.

9:	Answers the telephone and takes messages for other detective bureau personnel as needed.
10:	Substitutes, as needed, for secretaries of other Police Departments staff.
11:	Keeps up with level of supplies and advises supervisor when supplies are needed.

SECONDARY JOB DUTIES:

Completes special projects related to evidence retention and performs other miscellaneous duties as required.

EQUIPMENT OPERATED:

Personal computer, word processor, fax machine, copy machine, typewriter, calculator, and other assigned equipment.

REPORTING RELATIONSHIP:

This position reports to the supervisor of the detective bureau.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern office practices and procedures.

Thorough knowledge of English grammar and spelling.

Considerable working knowledge of personal computers and word processing and database software programs, including the Microsoft Office Suite, the Windows NT network, and Internet, and e-mail services.

Ability to take notes from dictation (oral or machine) and transcribe them rapidly and accurately on a typewriter or word processor.

Ability to understand and carry out complex oral and written instructions effectively and on time.

Effective written and oral communication skills.

Considerable discretion in the handling of confidential information and sensitive materials.

Ability to maintain effective working relationships with other employees and with members of the general public.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to participate in sensitive and sometimes graphic interviews of crime victims.

Must be able to type 40 words per minute.

Must be fingerprinted, and pass a comprehensive background check.

Subject to being on-call after duty hours.

This position requires moderate skills in word processing, spreadsheet, and database design and utilization, including:

Word processing: create, save, move & delete files & directories; delete, replace, copy, & move text; change line spacing; use spell check; set margins & tabs; boldface, italicize, underline, change font size & type style; align paragraphs; print documents; send documents via computer; use calendar for scheduling; create page breaks; use headers & footers; and utilize mail merge features.

Spreadsheets: Enter text & numbers on worksheets; delete, copy, paste & change cell entries; insert, delete, & change column & rows; set up & copy formulas to add, subtract, multiply, & divide cell data; format cells; copy & name work sheets; use Autofill; display & add toolbars.

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

Please submit a cover letter and resume to the Chief of Police prior to the expiration date.