



## CITY OF ROCKY FORD

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Police Receptionist/Secretary
<b>DEPARTMENT:</b>	Police
<b>FLSA Status:</b>	Non-Exempt

#### **JOB SUMMARY:**

Provides support for the Records Supervisor and the Police Department. Greets visitors and callers, provides information, directions and assistance. Composes and prepares correspondence, reports, and other official materials. May record and transcribe meetings and discussions. Coordinates meetings and schedules meeting rooms. Maintains Department files.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.*

- Acts as the first point of contact for the City's Police Department by greeting visitors, customers and employees; determines customer needs and provides the appropriate information, service or referral.
- Answers, screens and transfers calls; takes messages and returns calls as necessary; schedules appointments and meetings; and sorts and distributes mail.
- Maintains official records for the Police Department; establishes a records management system and procedure; maintains records in accordance with appropriate regulations and internal requirements.
- Composes and prepares correspondence, including letters and memoranda; tables, charts, agendas, notices and other official materials; purchase and field orders, check requests and invoices; and other documents.
- Coordinates and schedules meetings involving the Police Department; manages the calendar; prepares and distributes weekly meeting schedule; schedules use of conference rooms.
- Arranges travel for the Police Officers. Coordinates submission of travel expense documents and reimbursements.
- Maintains inventory of office supplies, kitchen/vending supplies, janitorial supplies, and first aid supplies. Purchases supplies in accordance with established purchasing procedures.
- Assists in the preparation and distribution of information.
- Coordinates all mail and messaging services, including daily sort and distribution of mail.

- Manages all office equipment, including coordinating maintenance and service calls.
- Coordinates scheduling, maintenance and use of Police pool vehicles.
- Answers and coordinates response to calls.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other related duties and special projects as assigned by Supervisor.

**REPORTING RELATIONSHIPS:**

**This Position Reports to:** Police Captian

**This Position Supervises:** None.

**EXPERIENCE AND TRAINING:**

**Minimum Education:** High school diploma or GED equivalent.

**Job Requirements:** Education or training in business or business management.

**Special Training or Experience:**

**Work Experience in Positions Similar or Related to This Job:** Requires a minimum of three years of support experience in a demanding business environment or an equivalent combination of business education, training, and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires solid knowledge of and the skill and ability to apply the principles and techniques of business office practices, terminology and procedures, organization methods and functions, records management, budget and basic accounting.
- Requires expert knowledge of, and the skill and ability to use and apply, the technology and appropriate word processing, spreadsheet, Internet, and database software.
- Requires solid knowledge of assigned voice recording equipment and the protocol, transcription and procedures.
- Requires the ability to operate assigned office machines with proficiency; assigned machines may include ten-key calculator; electronic data processing equipment; voice recording and transcription equipment; tape recorder; telephone; photocopier, fax; and typewriter.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations and the general public.