

Village of Brooklyn Police Secretary I

Position: Police Secretary I
Reports To: Chief of Police, Village Police Department
Revised Date: 1/11/2010

Position Summary:

This position is responsible for maintaining official police records. The Police Secretary I will perform clerical work which includes administrative assistant work such as: keeping departmental records; transcribing reports; maintaining the Department's material supplies; and support police activities as needed. Good computer and proofreading skills along with considerable judgment is required. Maintaining confidentiality is essential.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive as other duties may be required or assigned.

1. Transcribe recorded dictation of police reports and other related materials.
2. File and index correspondence, reports, citations, etc. alphabetically, numerically, or according to predetermined classifications.
3. Maintains records of police department files.
4. Assists with applications for permits and licenses.
5. Operate various office machines incidental to the duties of this position.
6. Assists with open records requests.
7. Keep records of the police department and compiles reports required by the State of Wisconsin or as appropriate.
8. Order the necessary forms from the Department of Transportation Division of Motor Vehicles.
9. Responsible for maintaining office supplies.

Required Knowledge, Skills, and Abilities:

- Good knowledge of office terminology; procedures; office equipment; business arithmetic; and English. Some knowledge of elementary bookkeeping.
- Ability to maintain complex clerical records and prepare reports from such records.
- Ability to make minor decisions in accordance with laws, ordinances regulations, and established policies.
- Good public relations skills. Possess clerical aptitude, good judgment, tact, and courtesy.
- Working knowledge of the laws, rules, and regulations pertaining to the police department.

- Ability to type at a net speed of 45-50 words a minute. Ability to transcribe dictation if appropriate. Excellent proofreading skills.
- Ability to work in Microsoft Word and Excel applications.
- Ability to think clearly and act quickly in an emergency situation.

Physical Demands:

Light Work is considered: Exerting up to 20 pounds of force occasionally (activity or condition exists up to 1/3 of the time) and/or up to 10 pounds of force frequently (activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, sitting most of the time but can entail pushing and/or pulling of arm or leg controls. Requires working at a production rate pace entailing the constant pushing and/or pulling even though the weight of those materials is negligible.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75% or more of the time inside.

Environmental Conditions: Seldom exposed to hazards or risk of bodily injury. Seldom exposed to heat and cold extremes and temperature changes. Seldom exposed to loud noises. Frequently exposed to moderate noise. Seldom exposed to vibration, toxic conditions, odors, dust and poor ventilation.

Acceptable Experience and Training:

Prefer an Associate Degree in Office Administration or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must possess computer skills and excellent proofreading skills.

Special Requirement:

Must be available to assist in emergency situations.

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