POSITION TITLE: Police Secretary

REPORTS TO: Professional Standards Lieutenant

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: February 1, 2021

DEPARTMENT: Police Department

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade CH-15

GENERAL PURPOSE
Performs a variety of routine and complex administrative work such as maintaining official records and providing administrative support to the Two Rivers Police Department and the Two Rivers Municipal Court.

SUPERVISION RECEIVED
Works under the general supervision of the Professional Standards Lieutenant according to an established work routine.

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES & RESPONSIBILITIES
• Subject to recall 24 hours a day, 7 days a week if an emergency requires secretarial assistance, disaster conditions occur or as needs of service dictate.
• Receives and assists the public in reference to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons. Assists public with use of both city and department facilities and in giving directions to appropriate locations. Provides a variety of police-related information within department guidelines to the public and governmental agencies.
• Answers incoming telephone calls and routes callers or provides information as required; this includes determining nature and urgency of calls and coordinating appropriate response.
• Serves as cashier. This includes receipting of partial and full payments for Municipal Court fines, parking tickets, animal transports, copies, etc. Accepts bond payments for all
warrants and commitments for Municipal and Circuit Court for the Two Rivers Police Department and for other law enforcement agencies at their request and authorization.

- Responsible for the bank deposit on a daily basis which consists of incoming monies to the Two Rivers Police Department.
- Maintains parking tickets after issuance, takes parking ticket payments, creates and sends payment notice letters, and sends suspensions of vehicle plates to the DOT.
- Responsible for updating various lists and logs related to violations, tickets and warnings issued, and creating and sending parent notification letters when required.
- Receives and prepares for review all applications for bartender/tavern licenses for approval by the Chief of Police.
- Receives and prepares for review all applications for vendor/solicitor permits for approval by the Assistant Chief of Police.
- Maintains an adequate supply of forms within the department at all times.
- Responsible for sending out animal transport letters (payment reminder notices) and coordinating information on transports to the Lakeshore Humane Society.
- Assists in making photocopies of reports for other agencies, such as Manitowoc County Department of Human Services, Probation & Parole, the District Attorney’s office, etc. This also includes either mailing or faxing these copies to the appropriate departments. Responsible for creating invoices for such records releases when necessary.
- Receives and releases property to and from the public.
- Responsible for checking in and securing evidence and property. Responsible for releasing evidence to appropriate owner after correct time frame per dispositions from court and/or direction of a supervisor. Maintains chain of evidence and proper disposal of court-ordered items. NOTE: Only one member of this class will be assigned to this duty at any one time due to limitations on access to the evidence room while maintaining the chain of evidence for judicial proceedings. The employee assigned to this duty may be subpoenaed for court trials to testify to the maintenance of the chain of evidence.
- Maintains filing systems, control records, and indexes.
- Assist with fulfilling public access/records requests. Evaluates records for necessary redactions and appropriateness of release based on departmental and legal factors. Creates and sends invoices for such requests when appropriate.
- Assists in preparation of the Incident Based Reports (IBR).
- Photocopies and distributes material to department personnel.
- Assist with the training of new employees.
- Assist with police auctions, setup, clean-up, and issuing receipts to customers.
- Shall be responsible for the proper care and maintenance of department equipment utilized and keeping equipment and work area clean.
- Shall cultivate a good working relationship with members of the department, citizens, and members of other agencies for the purpose of promoting mutual trust, respect, and proactive and positive attitude.
- Issues bicycle licenses to citizens and enters that information into the department’s records management system.
- Attends all specialized training which is necessary and beneficial to the job as assigned.
- Operates a police radio (base, mobile, or portable) as directed or as needs of service dictate.
- Will be responsible for all extra duties assigned by supervisory personnel and see that those duties are performed correctly and promptly.
- Use of personal computer & data entry. Examples:
1. Data entry of all motor vehicle (reportable & non-reportable) accidents into the records management system.
2. Data entry of all traffic, municipal, and circuit court citations issued by police personnel.
3. Updates and edits various pamphlets which the Two Rivers Police Department provides for the community such as bicycle ordinances, curfew, etc. Types and prints departmental bond schedule and other miscellaneous reports for the police department.
4. Data entry of warnings issued by police personnel into the records management system. This includes keeping track of all vehicle defects and, when not returned in the time allotted, referring those to a police supervisor for citation assignment.
5. Transcription of dictations by officers. Also responsible for verifying data entries and transfers and making modifications to reports after review by the officer/supervisor.
6. Data entry and maintenance of all incident/case reports made by officers, citizens and other agencies to the Two Rivers Police Department.
7. Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content, accuracy, and completeness.
8. Prints computer reports associated with the bank deposit and police statistical data.
9. Inputs data to standard office and department forms and compiles data for various reports.
10. Processes incoming mail.

- Computer Data Entry using both the State TIME System/NCIC Computer. Examples:
  1. Enters all adult and juvenile warrants from both Circuit and Municipal Court into the TIME System. These consist of felony, non-felony state law, local ordinance, and juvenile warrants.
  2. Conducts inquiries and entries of, but not limited to, DOT, CIB, and NCIC data information systems.
  3. Validates warrants for CIB/TIME/NCIC systems.

PERIPHERAL DUTIES

- Provides back-up to related assignments such as, but not limited to, Municipal Court Clerk, payroll processing, etc.
- May be asked to serve on various committees both in and outside of the agency.
- May be asked to assist with special programs within the department such as Crime Prevention, TRIAD, Citizen Academy, etc.

QUALIFICATIONS

Minimum

- Must be 18 years of age or older.
- Must have record keeping and telephone experience, good verbal skills, a working knowledge of word processing software, and able to type quickly and accurately.
- Must have past work experience involving positive, professional, proactive public contact.
- High school diploma or GED equivalent.
Desirable

- Previous work experience with telephone, computer entry, data entry, word processing in an office atmosphere involving public contact.
- Computer applications knowledge in Windows/Microsoft applications.
- Working knowledge of radio equipment and modern software applications involving video and audio.

TOOLS AND EQUIPMENT USED

Programmable telephone; office computer and peripherals; miscellaneous computer printers; transcriber; copy machine; folding machine; fax machine; electronic typewriter; communications radios; general office equipment and supplies.

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and have the ability to speak and hear normal conversation; to walk, bend, and stoop; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally be required to operate a motor vehicle.

The employee must occasionally lift and/or move up to 25 pounds. 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 usual work setting is a controlled temperature/humidity office environment. The noise level in the work environment is usually quiet. May be exposed to police related contacts and activities with complainants, victims, suspects, and arrestees.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; background investigation; medical evaluation; drug and alcohol testing; may include a written test and/or word processing test; and other job-related tests may be required.

OTHER CONDITIONS
Person holding this position must meet residency requirement of living within 15 miles of Two Rivers City limits within six months after successful completion of their probationary period.

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 job description 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.

Revision History:
July 10, 2006
November 21, 2017
February 1, 2021