GENERAL SUMMARY:

Under the general supervision of the Police Chief, the Executive Secretary performs secretarial and receptionist duties for the office of Police Chief.

ESSENTIAL FUNCTIONS:

1. Perform secretarial duties including typing, filing, copying and record keeping for the Police Chief;
2. Handle telephone calls and correspondence for the Police Chief;
3. Arrange and maintain appointment schedules for the Police Chief;
4. Perform receptionist duties for the Police Chief;
5. File all items from daily and weekly newspapers that may be of interest and value;
6. Transcribe tapes, as required;
7. Process all licenses, in accordance with State law and Town ordinances;
8. Prepare and maintain a current directory of all sworn and civilian personnel;
9. Prepare Personnel Orders, Special Orders, Memoranda, Legal Bulletins, and maintain updated indexes;
10. Process raffle permits and collect fees;
11. Handle all correspondence for department patch requests;
12. Send media releases;
13. Perform other tasks, as the Police Chief deems necessary for the effective and efficient operation of the Department.
OTHER FUNCTIONS:

1. Perform secretarial duties for the Command Staff, as required;
2. Type policies and correspondence, as required by the Accreditation Manager;
3. Maintain files and indexes for National reaccreditation;
4. Assist in preparing reports and correspondence for the Community Policing Programs;
5. Coordinate and compile information for the Website’s News Page;
6. Revise and update forms for use as templates;

JOB REQUIREMENTS:

1. Must possess an Associate’s Degree;
2. Must have a minimum of five years secretarial experience;
3. Must possess a working competency in Microsoft Office;
4. Must possess proficiency in typing skills;
5. Must possess exceptional verbal and communication skills.

WORKING CONDITIONS:

Performance almost exclusively in an office environment.

PHYSICAL REQUIREMENTS:

This position requires an Executive Secretary to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions:
1. Must possess the ability to operate a computer, copier, fax, and postage meter in an office environment;

2. Must possess the ability to lift up to twenty-five (25) pounds above waist level, such as supplies, copier paper and other bulky materials.

**SALARY RANGE:**

Union position stipulated by contractual agreement between Labors International Union of North America (LIUNA) Local 1217 and the Town of Smithfield.

*August 2020*