

**DEPARTMENT:** TOWN OF NIAGARA  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 11, 2022

**CONFIDENTIAL SECRETARY - POLICE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent acts as the representative of the Police Chief in relaying instructions to agency employees; serves as personal secretary to the Police Chief; handles his/her correspondence; maintains confidential files and records,; schedules appointments; and prepares required documents and reports. The incumbent works under the direct supervision of the Police Chief and general direction of the command staff who assigns tasks. This position requires a very high degree of confidentiality between the incumbent and police personnel due to the sensitive nature of information and activities. The frequent exercise of independent judgment is required. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Provides a communications conduit between complainants, suspects and/or victims to police personnel by relaying messages serving as a receptionist for the department taking messages, arranging appointments and referring callers;
2. Dispatches police department personnel in non-emergent situations;
3. Answers office telephone calls as well as those on the Police Chief's private line;
4. Schedules appointments for officers, the Police Chief and maintains calendars;
5. Compiles and maintains records to be distributed on confidential and/or general matters to various departments and agencies as required;
6. Collects fees and makes appropriate deposits and disbursements;
7. Receives and signs for documents and packages for the police department;
8. Coordinates and orders office supplies required to run the office efficiently;
9. Prepares various confidential reports and documents and distributes to various federal, state and local agencies;
10. Utilizes a sophisticated computerized database system for the purpose of maintaining general records, arrests, warrants and the sealing of records;
11. Reviews officer's daily reports and makes the appropriate database entries.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of general business practices and English; good knowledge and understanding of modern office software; good knowledge of organization and functions of the office; good knowledge of legal terminology; skill in maintaining personnel and activity control records and in preparing reports; ability to use modern office software at an acceptable rate of speed and accuracy; ability to understand and follow complex verbal and written instructions; ability to work in a team environment; clerical aptitude; a high degree of accuracy and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree and three (3) years of full-time paid general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level; **OR**
2. Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level.

**SPECIAL REQUIREMENTS:**

1. Candidates must be able to pass an intensive background and criminal history check;
2. Duties require annual certification testing for multiple database access programs.