



**Job Title:** Administrative Secretary-Records Clerk  
**Department:** Police  
**FLSA Status:** Non-Exempt, Hourly, Full Time  
**Revised Date:** See Below

**Accountability**

Under the direction of the Chief of Police.

**Job Summary**

Provides secretarial and administrative support to the Chief of Police and Seward Police Department as well as providing customer support to the general public.

**Essential Job Functions**

On behalf of the Chief of Police - general filing; draft correspondence; document generation via dictation; special project support; compilation and summarization of data using spreadsheets and graphs; scheduling meetings and maintaining calendar; assist in training of Community Service Officer. All job functions while exhibiting confidentiality according to policy.

On behalf of Police Department personnel – general filing; maintaining police related files and records, including the preparation and organization of investigative case files; typing of incident, accident, offense, supplemental and other sensitive reports; transcribing dictated reports and interviews; typing legal documents, search warrants, affidavits, etc.; routing of complaints, reports, mail and training opportunities to appropriate personnel. All job functions while exhibiting confidentiality according to policy.

Customer Service - Greet and receive the public, in person, by phone and email and direct to proper contact; coordinate information and reports with the communications center; collect fees, fines, etc. for parking, solicitation and other programs; issue permits and various licenses.

**Additional Duties and Responsibilities**

Aid in preparation of budget, grants, evaluations, progress reports, etc; may take minutes at meetings as requested; supervise the maintenance, care and daily upkeep of office equipment and supplies.

**Knowledge, Abilities and Skills**

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public; knowledge and proficiency in Microsoft Office; ability to: operate a computer, typewriter, calculator, base radio, cash register, fax, copy machine and other office equipment as needed; ability to take minutes; familiarity with legal and law enforcement terminology is desirable. Ability to sit and/or stand for extended periods of time; ability to lift boxes and packages of 25 lbs. or less; ability to step up and down short ladders to access storage; ability to operate two-way radio and work overtime if necessary.

**Education and Experience**

Graduation from High School or equivalent; one (1) or more years' experience with various computer programs and functions is desirable; one (1) or more years' experience in general office, clerical, or records keeping preferred; or any equivalent combination of experience and training deemed sufficient to successfully perform job duties.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:

  
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City Administrator

  
\_\_\_\_\_  
Date