

LANSING TOWNSHIP POLICE DEPARTMENT
Job Description

Job Title: Police Department Secretary

Hours: Full Time Monday through Friday 8:00 a.m. until 5:00 p.m.

Cover letter and resume must accompany the application
The application can be found at www.lansingtownship.org

- A. The Police Department Secretary is responsible for typing all police department reports and other correspondence, entering data in the records management program, filing, answering telephones, greeting visitors to the department along with other special projects assigned by the Chief of Police.
- B. The Police Department Secretary receives supervision from the Chief of Police.
- C. The Police Department Secretary is responsible for the tasks associated with the daily functions of the Police Department.
 - 1. Accurate typing of police reports from dictation
 - 2. Processing traffic citations, parking citations, accident reports, and incident reports
 - 3. Obtain vacation watch information from residents
 - 4. Answering telephones and police radio
 - 5. Processing mail and various department communications
 - 6. Collection of fines and fees
 - 7. Other duties as assigned
- D. The following qualifications are considered when filling the position of Police Department Secretary. These requirements are not all-inclusive but allow for parameters in the selection process
 - 1. High level of computer programs including Microsoft Office
 - 2. Must be proficient with office equipment including facsimile machine, copy machine, multi-line telephone system
 - 3. Ability to type from dictation with a high level of accuracy
 - 4. Demonstrate excellent oral and written communication skills
 - 5. Ability to multi-task and prioritize
 - 6. Composition of a variety of reports and records requiring independent judgment as to content, accuracy and completeness.
 - 7. Knowledge of basic office skills

- E. The job description for Police Department Secretary indicates the tasks and levels of work that are required of the position assigned to this classification and will not be held to exclude other related duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school graduate or proof of GED. Knowledge and use of Microsoft Office programs is crucial. Must have the ability to learn and use specialized computer programs that are used by the Department.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts.

REASONING ABILITY

Ability to apply common sense understanding to carryout instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables.

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 function.