



EMPLOYEE NAME: _____

Revised: 2/86, 7/92, 11/92, 5/93, 5/93, 10/94, 12/97, 1/01, 8/01, 2/04, 1/08,
8/12, 10/12, 03/13, 6/15; 6/18;10/20

JOB DESCRIPTION

POSITION TITLE: Secretary VI, CCSD Police Department	JOB CODE: 487B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: CCSD Police Department	WORK DAYS: 238
REPORTS TO: Chief of Police	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs high-level secretarial work; routine clerical duties; strong emphasis on courtesy and favorable impressions of the school district.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; word processing; figure aptitude, computer knowledge of Word and Excel

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Distributes departmental mail and written correspondence.
3.	Answers telephone and provides information to callers; routes calls to appropriate individuals.
4.	Documents bus accidents and other incidents.
5.	Schedules appointments, lodging and travel arrangements for employees.
6.	Greets visitors, gives information or handles routine business as delegated by the chief of police.
7.	Compiles and distributes weekly reportable offenses report to the district attorney’s office.
8.	Keeps accurate records as required by departmental procedures.
9.	Posts time for CCSD Police Department employees, including supplemental pay and forwards reports to payroll.
10.	Completes and processes all department financial transactions; to include, but not limited to, restitution checks, purchase orders and check requests.
11.	Completes procurement card report monthly.
12.	Coordinates work sites with traffic officers.
13.	Processes check requests for traffic officers at various schools.
14.	Orders office supplies and departmental forms as needed.
15.	Coordinates and disseminates information from various police departments, fire marshal’s office and safety oriented companies.
16.	Operates two-way radio communicating with campus police officers and others.
17.	Prepares, distributes and maintains documentation of parking decals for high schools.
18.	Performs other duties as assigned by appropriate supervisors.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____