

**CITY OF STUART  
JOB DESCRIPTION**

**Title: EXECUTIVE SECRETARY TO PUBLIC SAFETY**

**Department: Police**

**Job Code: 6025**

**Grade: H16**

**Exempt Status: Non-Exempt**

**CHARACTERISTICS OF THE CLASS**

Under direction of the Chief of Police and Command Staff, incumbent performs executive level secretarial duties and diverse administrative responsibilities. Tasks involve heavy public contact and broad latitude in decision-making, answering most policy questions within scope of authority. High confidentiality is required in handling internal affairs, correspondence, research and data file maintenance. Work is reviewed through oral and written completion of a variety of documents, quality and accuracy in performing duties.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Prepares, documents and types materials from a variety of sources including handwritten notes and dictation equipment to comply with specialized formatting.
2. Uses variety of mathematical formulas, summarizes statistical information, prepares tables, charts and graphs and assists in budget preparation.
3. Performs accounts payable functions, coding of invoices, check requisition and purchase order preparation for various transactions. Prepares and maintains all FEMA paperwork, and serves as department purchasing card representative.
4. Coordinates, prepares and maintains records of travel expense reports, commission agenda items, employee probationary and annual evaluations and educational reimbursement requests.
5. Monitors, prepares and maintains department payroll records and accurate personnel attendance records.

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6. Department coordinator for the state's automated training management system responsible for validating annual salary incentive compensation report, and mandatory retraining for all sworn personnel.
7. Serves as department liaison for subpoena processing and recording.
8. Maintains complaint tracking files and transcribes all internal affairs statements and correspondence.
9. Researches data from varied sources and summarizes information for standard reports in a timely manner. Designs materials including brochures and flyers for various public needs required by the department units and teams.
10. Screens and routes materials according to content of communications; routing duties requires detailed knowledge of organization operations and individual staff members' assignments and status of work.
11. Screens and independently handles calls and visitors; obtains and provides a variety of information utilizing knowledge of programs and procedures.
12. Manages and maintains executives' schedules, coordinates and follows through with details of arranging meetings and workshops including agenda materials, maintains contact with field personnel regarding office activities and deadlines.
13. Provides training to less experienced secretarial and clerical personnel.
14. Represents department at designated meetings disseminating information to appropriate staff as necessary.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma, GED or business school certification supplemented by a minimum of five years progressively responsible executive level secretarial experience. Must be able to accurately type a minimum of fifty words per minute; transcribe dictation material and/or the equivalent combination of training and city government experience. Experience must include the use of computers and standard software applications such as Word and Excel.

Possession of a valid Florida Driver's License as required for the position.

**B. Knowledge, Abilities and Skills:**

Knowledge of business English, modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, practices and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish, communicate information professionally and maintain effective working relationships with fellow employees, superiors, contractors, city officials and the general public.

Ability to make complex decisions and interpretations in accordance within scope of authority.

Skill in the operation of modern office equipment.

Skill in preparing and working within the constraints of budget and accepted accounting practices.

**C. Physical Requirements:**

Task involves some physical effort, with frequent standing and walking, occasional bending, stooping, squatting stretching and moderate lifting (30 pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at the keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions. Work in confined space.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Chief

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee