

Job Title:	Secretary Chief of Police	Wage/Hour Status:	Hourly
Reports to:	EPISD Chief of Police	Pay Grade:	306
Dept./School:	Police Services	Date Revised:	May 4, 2021

Primary Purpose

Assist in the efficient operation of the school district Police department and provide secretarial administrative support to the Chief of Police, sergeants, police officers, and support personnel.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing score on district's clerical SET test
- Knowledge of AS/400 Financial Management System
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications
- Ability to access and utilize police reporting software

Experience

Three (3) years clerical or secretarial experience
Two (2) years' experience as a personal secretary

Major Responsibilities and Duties

1. Manage the travel arrangements for Chief of Police and submit applicable paperwork.
2. Maintain, organize, and file school district police department records.
3. Assist the Chief of Police with the production of reports and documents maintaining a high degree of confidentiality on sensitive information.
4. Maintain an optimal level of accuracy and confidentiality for assigned work to ensure compliance with established law enforcement operating policies and procedures.
5. Work independently receiving a minimum of detailed supervision and guidance.
6. Schedule appointments and maintain a calendar for the Chief of Police.
7. Coordinate specific work requiring the participation of other departments.
8. Responsible for preparing BOT agenda items for department purchases under the direction of the Chief of Police.
9. Process, prepare, and maintain local operating budget.
10. Prepare and enter RPOs for security cameras and ammunition supplies using the AS400 system,
11. Assist the Chief of Police in the management of the federal budget.
12. Communicate with law enforcement vendors, supervisors, and other district personnel when necessary.
13. Generate documentation associated with police operations for periodic financial reports.
14. Take and maintain office inventory, ordering supplies, equipment and/or services as needed.
15. Maintain responsibility for the accuracy of department records of AS400 receipts and disbursements.
16. Monitor and ensure departmental compliance to federal and state laws of federal grants.
17. Prepare, proofread confidential correspondence, reports, and other documents.
18. Provide clerical assistance to departmental personnel under the direction of the Chief of Police.
19. Maintain an optimal level of discretion and confidentiality for the protection and safety of the students, employees, and property of the school district.
20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, fax machine, copier, typewriter, adding machine, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.