

JOB DESCRIPTION
Part-time Investigations Bureau Secretary
Pittsfield Township Department of Public Safety

Job Title: Investigations Bureau Secretary
Department: Public Safety
Unit: Investigations Bureau
Supervisor: Investigations Bureau Supervisor

Purpose: To perform clerical duties providing secretarial support for investigations bureau personnel.

Duties and Responsibilities:

Specific duties include word processing, data entry, typing of reports, transcription of dictated case reports and interviews, filing, record keeping, preparation of correspondence, placing and receiving telephone calls, taking telephone messages, reproductions of documents and completion of departmental forms.

Duties will require the Investigations Bureau Secretary to proficiently operate a computer, typewriter, dictation equipment, copying machine, calculator and telecommunications equipment.

The Investigations Bureau Secretary shall perform such other duties as may be required or assigned by the Investigations Bureau Supervisor or other superior officer of the Department.

JOB SPECIFICATIONS

Minimum qualifications:

- One to three years secretarial experience
- High School diploma or equivalent
- Typewriting/keyboarding speed of 45 words per minute
- Demonstrated ability to use Microsoft Office applications or similar computer applications
- Demonstrated above average verbal/written skills
- Demonstrated transcription skills
- Demonstrated telephone communication skills
- Demonstrated ability to proficiently operate basic office equipment
- Demonstrated ability to work well with others
- Reliable transportation
- Applicants subject to thorough background investigation