

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

PUBLIC SAFETY – ADMINISTRATIVE SECRETARY

Supervised by: Public Safety – Office Coordinator

Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Public Safety – Office Coordinator, assists in providing administrative and executive secretarial assistance in the Public Safety Department. Maintains confidentiality of sensitive information.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists Office Coordinator with typing, entering data, copying, filing and other secretarial tasks while maintaining a high level of confidentiality.
2. Assists in preparing department correspondence, processing departmental mail, maintaining calendars, and preparing reports.
3. Assists Office Coordinator with processing departmental payables, billings, and payroll including recording and tracking sick, vacation, personal time, overtime, and other work time as well as determining fire fighter hours based on multiple pay rates.
4. Assists the Office Coordinator with the daily administrative activities of the department.
5. Assists with coordinating travel, training, special events, and other activities and the associated registrations, reservations, and accounts payable requests for departmental personnel.
6. Assists in maintaining a concise and comprehensive filing system, including the handling of confidential documents and related computer databases, filing and records systems.
7. Receives, screens and directs telephone calls and visitors to the Department. Responds to inquiries and provides general information regarding Public Safety operations and policies.
8. Assists in compiling information for special projects and assembling data as requested.
9. Assists in coordinating the review and updating of department Rules and Regulations, General Orders, Special Orders, Standard Operating Procedures, Manuals, and other documents as needed.
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent with some specialized vocational training in secretarial science, office management, or related field.
- Two or more years of progressively responsible office experience of a clerical or secretarial nature with a preference for some minimum municipal experience.
- Must be bondable.
- Thorough knowledge of modern office procedures, and skill in applying them.
- Knowledge of the laws and procedures associated with the handling of confidential information.
- Skill in the operation of standard office equipment, including computers and word processing software.
- Skill in maintaining a complex filing system, including sensitive information requiring confidentiality and discretion.
- Skill in preparing clear and accurate reports.
- Ability to type and enter data with speed and accuracy.
- Ability to maintain a high level of confidentiality and use discretion when dealing with sensitive issues.
- Ability to understand and follow complex oral and written instructions, and carry them out independently.
- Ability to effectively communicate orally and in writing, and exercise diplomacy in contentious situations.
- Ability to work effectively alone or as a member of a team with minimal supervision, and independently schedule workload and prioritize assignments.
- Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.
- Ability to work effectively under stress and with changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and/or radio and review and produce written and electronic documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand, and walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet, but may occasionally be moderate or loud.