JOB DESCRIPTION – POLICE ADMINISTRATIVE SECRETARY

South Park Police Department

POSITION SUMMARY

The South Park Police Department is seeking a highly organized, dependable, and professional Police Administrative Secretary to provide administrative support to the department. This position serves as the first point of contact for the public and assists officers and department staff by managing daily administrative operations. The ideal candidate will possess excellent communication skills, strong organizational abilities, and the ability to maintain confidentiality while working in a fast-paced law enforcement environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Answer incoming telephone calls and return messages in a professional and timely manner.
- Greet and assist visitors entering the police department.
- Maintain department calendars for court hearings, meetings, training, vacations, and special events.
- Scan, file, and electronically distribute reports and other documents.
- Email reports and requested documentation to courts, insurance companies, attorneys, and other authorized agencies.
- Process and transmit documents to the courts for pre-trial hearings and other legal proceedings.
- Update and maintain the department's daily vacation and staffing calendar.
- Retrieve, distribute, and process department mail, including daily pickup and delivery from the Administration Building.
- Send and receive faxes and other official correspondence.
- Log and maintain records of traffic citations, written warnings, and other enforcement documents.
- Receive, record, and process parking tickets, parking payments, and solicitation permit fees.
- Maintain accurate records and filing systems in accordance with department policies.
- Assist with records management and administrative projects as assigned.
- This is a confidential position, particularly with maintaining confidentiality of criminal justice information and department records.
- Provide administrative support to the Chief of Police, command staff, and sworn personnel as needed.

REQUIRED QUALIFICATIONS

Education

- High school diploma or GED required.
- Associate degree in business administration, criminal justice, or a related field preferred.

Required Qualifications

- Previous administrative or clerical experience, preferably in a law enforcement or government setting.
- Excellent customer service and interpersonal communication skills.
- Strong organizational skills with exceptional attention to detail.
- Ability to prioritize multiple tasks and work independently.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and Adobe Acrobat.
- Ability to handle confidential and sensitive information with discretion.

Preferred Qualifications

- Experience using county Records Management Systems (RMS).
- Working knowledge of JNET and Computer-Aided Dispatch (CAD) systems.
- Familiarity with court procedures and criminal justice documentation.
- Experience processing citations, parking tickets, and public records.

Knowledge, Skills and Abilities:

- Professional verbal and written communication skills.
- Strong time management and organizational abilities.
- Ability to interact courteously with the public, officers, attorneys, court personnel, and other government agencies.
- Ability to work accurately under deadlines with minimal supervision.
- Ability to maintain accurate records and electronic files.
- Ability to learn department policies, procedures, and applicable laws and regulations.

PHYSICAL CONDITIONS AND WORK ENVIRONMENT

This position is primarily performed in an office environment within the police department. The employee will frequently interact with members of the public, law enforcement personnel, and other governmental agencies.

This position requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 5 pounds. On a continuous basis work in an office chair in an upright position unaided for 7 hours; ability to bend, squat, kneel and twist; ability to stand unaided for 1 hour; may be exposed to dust and noise while performing office work. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

JOB DETAILS

- The work schedule is Monday through Friday, 9:00 a.m. to 5:00 p.m.
- One hour paid lunch.
- The 2026 rate of pay is $24.25 per hour.
- This role is governed by the collective bargaining agreement.
- This position reports to the Chief of Police.
- Cell phone use, texting, use of electronic media is prohibited during work hours.

The South Park Police Department is an Equal Opportunity Employer.