

## **Administrative Assistant / Police Secretary**

### **Job Description:**

Under general direction of the Chief of Police, this position performs a wide variety of complex, responsible, and confidential administrative duties.

### **Essential Duties & Responsibilities**

1. Responds to telephone, e-mail, or in-person inquiries from citizens, visitors, and city employees.
2. Often handles confidential/sensitive information. Maintain the absolute confidentiality of all records and information.
3. Assisting Officers and other agencies in researching information, records, and evidence.
4. Prepare cases to be transferred to the appropriate agency for prosecution.
5. Assist with the property room.
6. Assembles and files a variety of reports, records, information, and paperwork.
7. Ability to testify in court when necessary.
8. Collect statistical data and review case files for compliance and accuracy with state and federal guidelines with Uniform Crime Reporting/National Incident Based Reporting.
9. Provides general administrative/clerical support including data entry, filing, copying, scanning, faxing, ordering office supplies, and processing incoming/outgoing mail.
10. Performs data entry of criminal activity information into computerized criminal justice information system.

### **Required Qualifications**

1. Must be able to pass an extensive pre-employment background check. Must not possess a felony or Class A misdemeanor conviction; or a Class B misdemeanor conviction within the past 10 years.
2. Must possess or be able to acquire Notary Public registration.
3. Must be able to read and interpret Coded of Criminal Procedures, lab reports, case dispositions and other law manuals.
4. Must meet TCIC/NCIC policies for police record access.
5. Ability to work alone and unsupervised.

### **Education/Experience Required**

High School Diploma, GED or equivalent is required.

Must possess a Valid Driver's License.

Must pass a Police background check.

The candidate chosen will be required to pass a drug screen and physical. Salary commensurate with experience plus excellent fringe benefits. An application can be obtained at City Hall, 303 S. Clear Street, from 7:30 a.m. to 5:30 p.m. Monday through Thursday and from 7:30 a.m. to 11:30 a.m. Friday.

Applications are available until position is filled. For additional information or additional job requirements, please contact John Bauer at 325/372-5144.

City of San Saba  
303 S. Clear Street  
San Saba, Texas 76877  
325/372-5145  
*An Equal Opportunity Employer*