

V. Qualifications:

Education: Requires high school diploma or equivalent and one year of secretarial or business training.

Experience: Requires two years prior job-related experience. May substitute additional experience for required education.

Certifications/Licenses: Requires a valid Utah driver's license.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; database programs; basic Police functions and activities.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment and tools and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments for Police Administration; accountability for equipment.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine and Equipment Operation: Type 45 wpm; requires regular use of a computer, printer, copier, fax machine, telephone system, transcribing machine, adding machine and occasional use of a typewriter.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 50 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____