

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SECRTYAI98R

Civil Service Class and Level: SECRETARY-A

Working Title (What the agency calls the position): Post Secretary

Name and Position Code Description of Direct Supervisor: TERRY, HAROLD R; STATE POLICE FIRST LIEUTENANT

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Field Services Bureau

Division: Seventh District

Section:

Unit:

Work Location (City and Address)/Hours of Work: 563 S. Otsego Ave. Gaylord MI 49735 / M-F 8am-5pm

General Summary of Function/Purpose of Position: Provide management assistance to the post commander and administrative/secretarial support to post personnel; coordinate post operations on behalf of commander while maintaining confidentiality with documents and information received at the post; act as liaison between post commander and staff; type/compose letters, memoranda, reports, minutes of meetings, numerical data, incident reports, and dictating records; proofread and correct prepared material; sort and distribute incoming mail; operate standard office equipment; receive/make telephone calls at post; establish and maintain office files, logs, indexes; prepare financial reports; determine needs and order office supplies; oversee timekeeping; track trooper and sergeant overtime; and assist in budget preparation and management. This position must perform functions in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Provide management assistant, provide administrative support for the post commander and post personnel; coordinate post operations on behalf of the post commander; prepare reports and correspondence.

- Compose/prepare and edit correspondence, letters, and memos for post commander, based on knowledge of the supervisor's point of view, related to issues at the work site, which could include correspondence to the public, other police agencies, vendors, and legislators.
- Prepare and edit routine correspondence and reports with some latitude for content and/or from verbal instructions for F/Lieutenant, Sergeants, D/Sergeants, and Troopers.
- Prepare original and supplemental reports from taped cassettes for Troopers, Sergeants, and D/Sergeants assigned to post. Prepare supplemental reports from journal entries at least once every six months or when needed.
- Prepare taped statements, interviews, confessions, application investigations, post personnel phone and address list; maintain area police department's contact information; prepare performance appraisals for troopers and sergeants on behalf of post commander.
- Prepare documents for new and transferred F/Lieutenant, Sergeants, D/Sergeants, and Troopers when transferred/reassigned to post.
- Gather data and information for projects, as assigned; summarize information; prepare reports, and send significant criminal reports to district command on behalf of post commander.
- Track sergeant and trooper overtime budget expenditures.
- Complete PD-89's for sergeants and troopers and enter into SIGMA.
- Proofread material submitted by post personnel and make recommendations on content, format and proper grammar to ensure professional quality and compliance with department's policies.
- Type confidential correspondence for the post commander, assistant post commander and sergeants, possibly including probationary personnel, complaints against post personnel, background Investigations, etc.
- Review incoming correspondence and disseminate to the appropriate personnel.
- Track CSS&M expenditures for budgeting purposes and maintain fleet tracking spreadsheet for Special Investigation Section commander.

Duty 2: Preparation and maintenance of post records.

- File post criminal, general and accident complaints consisting of open, closed, inactive, major case, master files, time accounting, signature files, officer's daily's, post and departmental correspondence and polices, and correspondence files for the post commander.
- File lab and toxicology reports – make necessary copies, distribute to proper personnel, make journal entries on complaint, file original with master file and post complaint.
- Prepare new year files, labels, folders for open, inactive, and major case files.
- File and maintain photos electronically. Maintain and file citations, master file documents, reports, and daily activity reports.
- Process year-end master file, boxing and shipping to Lansing as required.

Duty 3: Coordinate communication at post.

- Act as liaison between post commander and staff, disseminating/communicating information on behalf of the post commander as needed.
- Make and receive telephone calls regarding repairs of office equipment, handle DTMB requests for computer problems of post personnel, and miscellaneous work-related problems.

Duty 4: Mailings.

- Open and/or distribute incoming mail to appropriate staff for action.
- Retrieve information, photocopy and respond to Freedom of Information requests for criminal reports, accidents; requests from insurance companies, attorneys, private citizens, and courts.
- Receive lab and toxicology reports, photocopy, distribute to appropriate personnel, make journal entries on UD-74's, and maintain complaint file.

Duty 5: Receipt and payment of post bills.

- Receive post bills from mail and/or post personnel.
- Contact suppliers when necessary.
- Compute and prepare travel expense vouchers for post personnel, review and contact originator of voucher for corrections, if needed.
- Payment of post bills through SIGMA system, making sure payment has not already been made. Print copies of all vouchers and maintain a file for post bills.
- Investigate and resolve disputed bills.
- Prepare purchase requisitions for new equipment.

Duty 6: Miscellaneous duties.

- Serve as liaison between supervisor and staff by transmitting information and following up on assignments; attend meetings in place of supervisor, report on proceedings.
- Maintain post operational funds, flower, card, coffee, water, etc.
- Enter time in SIGMA for post personnel; prepare PD-89's for time accounting and payroll; maintain overtime spreadsheets for troopers, sergeants, and grants.
- Attend training seminars.
- Order and process intake of supplies.
- Other miscellaneous duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Review incoming correspondence, and distribute to appropriate personnel.

Edit content, grammar, and spelling of reports and correspondence to ensure professional quality and compliance with department policies.

Preparation of new fiscal year files.

Purchase essential supplies.

Types of decisions that require the supervisor's review: Authorization of SIGMA payments, reports, purchases, SIGMA, memos, and applicant investigations.

Physical effort used to perform this job and environmental conditions of this position: Routine office environment; sitting at desk, standing to make photocopies, filing, bending, stopping, balancing, kneeling, crouching, reaching, lifting, carrying, and walking.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Every task listed is essential operational/administrative support for post operations. Failure to provide these management assistant functions would have an immediate and detrimental impact on the ability to deliver efficient police services in the region serviced by the post.

The function of the position's work area and how it fits into that function: This work area is responsible for providing law enforcement services to a specific region in the state with the implementation of the Regional Policing Plan. This position provides management assistance to the commanding officer of the post.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with various software programs, especially Microsoft Office applications. Keyboard and computer skills, command of the English language and grammar are necessary, good communication skills and ability to operate standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

None