

CITY OF EAST PROVIDENCE



EMPLOYMENT OPPORTUNITY CONFIDENTIAL SECRETARY (POLICE DEPARTMENT)

\$39,729 - \$47,005

(Salary will commensurate with experience)

NON-UNION POSITION

Under the general supervision of the Police Chief. Work is performed independently and reviewed in terms of results, effectiveness, and overall efficiency. The Confidential Secretary will serve as a full time secretary to the Chief of Police and the Deputy Chief of Police. Performs highly responsible, confidential and complex administrative, technical and secretarial duties for the Chief of Police; exercises initiative, sound judgment and tact in responding to and dealing with members of the community and other law enforcement agencies. Candidate must possess the ability to maintain the strictest confidentiality as position requires working with sensitive and confidential information. Must exercise discretion and good judgement at all times. The incumbent will perform various clerical, administrative, and secretarial tasks. Duties and responsibilities will include, but are not limited to, typing letters, forms and reports, scheduling, sorting mail, processing invoices to generate payment. Establish and maintain office filing system including "Compensatory Time" files. Maintain Police Chief's and Deputy Chief's calendars as well as schedule and remind of any appointments and/or meetings. Provide briefing to Chief and Deputy Chief as required. Prepare injury reports. Compose routine correspondence. Type and distribute Personnel Orders. Responsible for ordering/maintaining office supplies. May be required to resolve complaints or answer inquiries. Ability to screen callers and visitors, anticipate problems, resolve problems of a routine nature and apply established departmental policies. Place calls for Chief and Deputy Chief as required. Must have accurate data entry skills; strong attention to detail; ability to understand and follow detailed instruction. Perform all other job related duties and tasks as assigned.

REQUIRED SKILLS AND ABILITIES

Candidate should have excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent organizational skills and attention to detail. Excellent time management skills with the proven ability to meet deadlines. Superior understanding of office methods, procedures, and equipment. Ability to learn, interpret, and apply policies and procedures. Proficient with Microsoft Office, Excel or similar software.

PREFERRED QUALIFICATIONS

Possession of an associate's degree in business or related field. Five (5) years of experience in secretarial and/or administrative clerical work, including proficiency with

Microsoft Office. Experience working in an organization handling data and information similar in scope to a police department

MINIMUM QUALIFICATIONS

High school diploma and one year of post high school education or professional training as a secretary or administrative assistant, computer proficiency. At least 3-5 years' experience as a secretary/administrative assistant in positions requiring a high level of tact, diplomacy and confidentiality. Must be thorough; detail oriented, hardworking, conscientious and dependable; Able and willing to learn new programs to carryout duties of the position.

Prerequisite:

Due to the sensitive nature of this position, the employee accepting an offer of employment must first sign a Memorandum of Understanding (MOU) which clearly outlines the completely confidential nature of being the Confidential Secretary to the Chief of Police and includes a written acknowledgment that any breach in that confidentiality will lead to a termination from employment. Must be able to pass a background check.

EXAMINATION WEIGHT

100% Oral

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclId=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Thursday, November 3, 2022 by 4 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER