

CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF POLICE  
(Village of Elmsford)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Police, an incumbent of this position performs responsible and confidential work as an executive secretary, which involves receiving and handling inquiries, complaints, and requests related to departmental activities. This position requires a full range of skill in the operation of computers in compiling and producing correspondence, reports, records, files, etc. This position relieves the Commissioner of duties that do not require his/her personal attention by the use of discretion and tact. Supervision may be exercised over the work of lower level clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs executive secretarial functions for the Commissioner of Police;

Prepares and reviews correspondence, memoranda, forms, reports and other documents which may be confidential or sensitive in nature;

Prepares informational reports on municipal and Police Department affairs and activities; some of which may be confidential in nature;

Maintains confidential, legal files and reference cross-files;

Takes dictation and transcribes meeting notes, letters, memorandums, legal documents, reports, emails, and voice messages;

Makes appointments and arranges conferences and meetings for the Commissioner of Police;

Assists the Commissioner of Police with the processing of department records requests under FOIL including the confidential redaction of information contained in various documents not subject to FOIL;

Opens, screens and distributes mail for the Police Department;

Answers routine mail independently and routes other mail with background material directly to appropriate staff;

Provides secretarial and administrative assistance to the Commissioner of Police pertaining to labor contract negotiations and other matters requiring confidentiality;

Assists the Commissioner of Police with processing and filing of alarms systems permits;

Assists the Commissioner of Police with maintenance of police department personnel files, personnel forms, personnel communications, and personnel actions, including Village Constables;

EXAMPLES OF WORK: (Illustrative Only) (cont'd.)

Assists the Commissioner of Police with the coordination of work between the Police Department and Village Court;

Keeps financial accounts as assigned;

May order supplies, maintain inventory, interact with vendors, and state and county procurement personnel;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of a confidential secretary; good knowledge of office terminology procedures; general office equipment; ability to compose and edit letters and memoranda; ability to effectively use computer applications such as spreadsheets, word processing, email and various work related software to produce a variety of formats for correspondence, records, reports and the maintenance of files; ability to establish and maintain cooperative relationships with public officials, vendors, village personnel and the general public; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to maintain confidentiality in dealings with legal, police, and personnel matters and documents; ability to understand and carry out oral and written direction; high degree of discretion in handling confidential matters; accuracy; courtesy; initiative; tact; good judgment; professional appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of secretarial experience, two (2) years of which must have been in a legal office or police department.

SUBSTITUTION: Satisfactory completion of 60 college credits\* may be substituted for two years of secretarial experience. There is no substitution for the two years of specialized experience in a legal office or police department.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.