



Classification: Clerk IV (Supervisor) - Troop
Title Code: V00008
Pay Range: 15

POSITION SUMMARY:

An employee in this position provides administrative and secretarial support. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental procedures. Duties also include supervising a small number of clerical workers. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the troop commander.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises other clerical employees by providing technical guidance.

Provides administrative and secretarial support for the troop; recognizes the troop captain's and troop lieutenant's priorities; schedules meetings and appointments for supervisor; makes arrangements for conferences and meetings and assembles established background materials.

Screens telephone calls, visitors, and incoming correspondence; answers all complaint calls, calls on regulations, and calls on troop compliance. Opens and distributes mail to proper sources.

Composes or drafts correspondence involving troop correspondence, reports, and forms; reviews all troop correspondence for typographical accuracy, proper format, internal consistency, and conformance with appropriate procedures.

Collects information from files or staff for routing inquiries or periodic reports; refers nonroutine requests to supervisor or staff.

Informs troop personnel on all changes as they pertain to the troop personnel; tracks internal reports applicable to the troop and forwards information to General Headquarters and/or Professional Standards Division.

Identifies and resolves various problems that affect the orderly flow of work of the troop; determines when new procedures are needed for changing situations and devising and implementing alternatives.

Develops and maintains internal reports and other division files; compiles records and reports as necessary; enters and reconciles timekeeping records and runs appropriate reports.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of business English, spelling, and arithmetic.

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Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of the methods and equipment used in data entry for computer utilization.

Considerable knowledge of the application and interpretation of departmental policies and procedures.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to maintain complex clerical records and files.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to prepare reports from varied statistical information.

Possess the skill to type 60 words per minute with ten (10) errors or less.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED and possess at least five years clerical experience with the Patrol (two years of this experience must be at Clerk Typist III, Stenographer III, or higher); OR possess at least seven years experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol.

NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Non-Exempt

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WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.