

**CHARTER TOWNSHIP OF WHITE LAKE**  
**Job Description**

**EXECUTIVE SECRETARY TO CHIEF OF POLICE**

**Department: Police**

**Non-Exempt**

**Non-Union**

**Approved: September 16, 2014**

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**General Summary**

Under the supervision of the Chief of Police, performs a variety of administrative duties that sustain and support the police department. The employee is required to exercise considerable personal judgment and proficiency in secretarial, office management skills and as an administrative liaison between the Chief of Police and other departments, vendors and the public. The Secretary to the Police Chief is a confidential employee.

**Primary Responsibilities**

1. Acts as Executive secretary to the Chief of Police but also supports Lieutenants.
2. Prepares reports and compiles data, for periodic reports including but not limited to budgets, crime statistics and monthly reports and for the Police Department, as assigned by the Police Chief.
3. Type correspondence, policy memos, contracts, documents and reports involving confidential or technical information including matters involving negotiations, discipline, and grievances.
4. Composes routine correspondence and reports with minimal instructions.
5. Prepares bi-weekly payroll, includes balancing time off banks.
6. Assists with coordination of Citizens Academy including but not limited to the preparation of binders, registrations, badges, photos, scheduling, set-up and planning of graduation ceremony.
7. Maintains recordkeeping for police department including address changes, documents, Standard Operating Guidelines, and standardized forms.
8. Proofs and distributes press releases to local press, radio and TV. Writes media releases when assigned by the Police Chief and drafts biographies for banquet awards. Maintains media contacts.
9. Mail distribution, preparation of certificates including meritorious service, citizen's citations, new hires and promotions.
10. Performs other duties as assigned by Chief of Police.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.

**Education / Qualifications:**

- High School diploma or equivalent required. At least four (4) years of practical experience in administration or a bachelor's degree.
- Preferred experience in a municipal setting or public administration.
- Proficient in Microsoft Word, Excel and Outlook.
- Preferred experience using Quick Books.

**Other Requirements:**

- Strong oral and written communication skills.
- Excellent customer service skills with the ability to identify and resolve problems in a timely manner.
- Demonstrated effective organizational and communication skills with an attention to detail.
- Self-directed and the ability to communicate verbally in-person and over the phone required.
- Knowledgeable in preparing professional business documents such as memo, letters, and reports.
- Ability to operate general office equipment including adding machine, copy machine, fax machine and document scanner.
- Maintain confidentiality of sensitive personal information of applicants.
- Experience with social media and website maintenance preferred.

**Working Conditions and Physical Demands:**

- The essential functions of the Executive Secretary are primarily administrative functions. Intermittent standing, and walking is necessary.
- Must be able to occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to use hands and arms to operate office equipment, and is regularly required to walk, stand, balance, stoop, and crouch.

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