

Killeen Independent School District Job Description

Job Title: Secretary IV Police
Reports To: Chief of Police
FLSA Status: Nonexempt

SUMMARY

Provides secretarial and administrative services to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Receives visitors and telephone calls; screens those which can be handled without Chief of Police's help.

Composes and prepares correspondence, memoranda, reports, forms, and similar materials in final form into the computer, and submits to appropriate entity.

Maintains Chief of Police's calendar, schedules meetings, and prepares materials for those meetings.

Processes incoming and outgoing mail.

Searches district files/data bases for information needed to assist members of the department in case investigations.

Obtains and maintains adequate materials and supplies.

Utilizes office technology and automation to complete tasks and operates office machines such as electronic typewriter, computer, calculator, fax machine, copy machines; keeps machines in operational readiness.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Distributes payroll checks and timecards.

Prepares and maintains purchase orders, professional leave forms, FMLA, Quarantine leave, and reimbursements.

Screen all calls for service.

Compose and submit weekly and monthly newsletters and statistics to the Superintendent and School Board.

Track and submit statistics through the National Incident-Based Reporting System to the Texas Department of Public Safety.

Maintain case files for the department and assist in providing research and information to members of the department.

Work with other local law enforcement agencies to provide assistance and information, or to obtain same for assistance with Killeen ISD Police Department investigations.

Submits time card/payroll of all departmental personnel and professional personnel with appropriate paperwork to the payroll department at the end of each pay period.

Performs bookkeeping tasks associated with the specific position.

Performs other such tasks that may be assigned by the Chief of Police and to ensure the smooth and timely operation of the KISD Police Department.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE high school diploma or general education degree (GED) certificate. Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

TECHNICAL/COMPUTER SKILLS Ability to create power points, work with pdf and word documents along with a basic knowledge of excel spreadsheets.

REASONING SKILLS Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

job. The noise level in the work environment is usually moderate. Applicant must be able to maintain confidentiality on work performed by the Killeen ISD Police Department since sensitive information is maintained by this department.

Prepared Date: August 26, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.